DOCUMENT RESUME

ED 146 376 CE 013 234

AUTHOR	Prager, Audrey; Goldberg, Judith
TITLE	National Program for Selected Population Segments. Project Summaries.
INSTITUTION	Abt Associates, Inc. Cambridge, Mass.
SPONS AGENCY	Employment and Training Administration (DOL), Washington, D.C.
REPORT NO	AAI-77-62
PUB DATE	Jul 77
CONTRACT	DL-20-25-77-20
NOTE	117p.
EDRS PRICE	MF-$0.83 HC-$6.01 Plus Postage.
DESCRIPTORS	*Abstracts; *Demonstration Projects; *Disadvantaged Groups; *Employment Programs; Employment Services; Federal Programs; Females; Handicapped; Job Training; *Minority Groups; Older Adults; Program Descriptions; Rural Population; Youth
IDENTIFIERS	Comprehensive Employment and Training Act; Exoffenders; *National Program for Selected Population Segments; United States

ABSTRACT

Intended to serve as a sourcebook for prime sponsors, this report summarizes the first phase of a project to analyze and document the activities of the National Program for Selected Population Segments (NPSPS). NPSPS was funded under the Comprehensive Employment and Training Act (CETA) to provide employment and training services to special population groups, e.g., women, youth, rural workers. The content is in three sections and provides a preliminary summary of the program goals, project types, and project activities. Section 1 describes the NPSPS program with regard to its legislative authority, project selection procedures, programmatic intent, project goals, strategies and organizational structures, project services, and client eligibility and recruitment. Section 2 describes the types of projects currently serving each selected population segment. Section 3 comprises the bulk of this report and presents project-by-project information in a concise one-page abstract which includes prime sponsor, project title, contact person, project description, major goals and objectives, organization administering the project, staffing budget, recruitment process and client profile, activities, outcome to-date, progress and problems, replication issues, documentation available, and duration of grant. These abstracts include twenty-six women projects, twenty-one handicapped projects, sixteen youth projects, seven ex-offender projects, four rural projects, five older worker projects, and three other types of projects. (EM)

Documents acquired by ERIC include many informal unpublished materials not available from other sources. ERIC makes every effort to obtain the best copy available. Nevertheless, items of marginal reproducibility are often encountered and this affects the quality of the microfiche and hardcopy reproductions ERIC makes available via the ERIC Document Reproduction Service (EDRS). EDRS is not responsible for the quality of the original document. Reproductions supplied by EDRS are the best that can be made from the original.

ED146376

B4

NATIONAL PROGRAM FOR SELECTED POPULATION SEGMENTS

Project Summaries

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

July 1977

CE 013234

ABT ASSOCIATES INC.
55 WHEELER STREET, CAMBRIDGE, MASSACHUSETTS 02138
TELEPHONE • AREA 617-492-7100
TELEX: 710-320-6367

DOCUMENTATION OF THE NATIONAL PROGRAM OF SELECTED POPULATION SEGMENTS

PHASE I REPORT

July 22, 1977

AAI #77-62 Contract No. 20-25-77-20

Principal Authors

Audrey Prager
Judith Goldberg

Contribution From:

Carol Blew
Pat Evans
Gregory George
Barry Gettleman
Mark Johnston
Sharon LeLievre
Barbara Rovin
Louise Strayhorn
Philip Tabas
Melanie Wallace
Diane Wood

Prepared for:
George Koch, Project Officer
Department of Labor
Employment & Training Administration
Washington, D.C. 20213

Contract Manager	Quality Control Reviewer	Management Reviewer
J Goldberg	Robert Jeneth, Jr.	Robert Jeneth, Jr.

TABLE OF CONTENTS

		Page
FOREWORD		i
1.0	INTRODUCTION	1
2.0	A SUMMARY OF PROJECT TYPES	7
2.1	Women's Projects	7
2.2	Handicapped Projects	9
2.3	Youth Projects	11
2.4	Ex-Offender Projects	13
2.5	Rural Projects	14
2.6	Older Workers' Projects	16
2.7	Other Projects	18
3.0	PROJECT SUMMARIES (The Roman numeral on the left indicates region)	
3.1	Women's Projects	
I	City of Boston -- Preparation for Nontraditional Occupations	21
	Hillsborough County Human Development Administration -- Southern New Hampshire Training Program for Nontraditional Occupations	22
II	Westchester-Putnam Consoritum -- Nontraditional Jobs Program	23
	Monmouth County Board of Chosen Freeholders -- Training Program for Nontraditional Jobs	24
	Bergen County CETA -- Voucher Program for Women	25
	Middlesex County Freeholders -- Women's Management Internship Program	26
III	City of Wilmington -- Counseling and Nontraditional Jobs Placement Program	27
	Virginia Department of Manpower Services -- Special Employment Opportunities Program	28
IV	Broward Manpower Council -- Freedom of Career Choice Program	29
	Memphis-Shelby County Consortium -- Career Awareness for Young Girls and Training for Nontraditional Jobs for Women	30
	Louisville-Jefferson County Manpower Consortium -- Employer Relations and Creative Employment for Women Project	31
	Brevard County Board of Commissioners -- Career Counseling and Training for Nontraditional Employment	32
	Montgomery Manpower Consortium -- Displaced Homemaker's Project	33

		Page
V	Saginaw CETA -- Supportive Services and Placement Project	34
	Lansing Tri-County Regional Manpower Consortium -- Female Head of Household Welfare Recipient Program	35
	City of Hammond Manpower Planning Council -- Achievement Motivation for Women	36
	Fort Wayne Area Consortium -- Displaced Homemaker's Project	37
	WOW Consortium -- Orientation and Training for Nontraditional Occupations	38
	State of Minnesota Governor's Manpower Office -- Upgrade OJT and Classroom Training for Nontraditional Employment	39
	Marathon County Planning Office -- Improved Employability and Alternative Job Scheduling Program	40
VI	Texas Panhandle Regional Planning Commission -- Women Heads of Household Program	41
VII	Independence, Missouri Manpower Resources Office -- Paraprofessional Program	42
VIII	South Dakota Balance of State -- Apprenticeship in Nontraditional Jobs	43
	Boulder County Employment and Training Administration -- Reapplication Skills Project	44
IX	Marin County Manpower Department -- Job Search Skills and Public Relation Project	45
	Santa Clara Employment and Training Agency -- Project Esperanza for Female Offenders	46
3.2	Handicapped Projects	
II	Somerset County -- Program for Mentally and Physically Handicapped	47
III	Philadelphia Area Manpower Planning Council -- Program for Vocational Education and Skills Training for the Mentally Handicapped	48
	Baltimore Manpower Consortium -- Manpower Services for the Handicapped and Disabled Veterans	49
	West Virginia Governor's Manpower Office -- Work Experience/OJT Program	50
	State of Delaware Intergovernmental Manpower Service -- Short-term Occupational a-d Vocation Training and Rehabilitation Program	51
	Virginia Governor's Manpower Council -- Work Experience for the Blind	52
IV	Birmingham Area Manpower Consortium -- Placement Project for Moderately to Severely Handicapped Persons	53
	Alamance County Board of Commissioners -- Job Training, Counseling and Employment Project	54
V	TRICO Consortium -- Project to Train and Place Severely Disabled Clients in the Food Service and Sales Industry	55
	Columbus, Ohio Office of Manpower Development -- Project to Hire and Train Disabled Counselors in Occupational Analysis and Job Development	56

		Page
	Madison County Consortium --Disabled Veterans Program	57
	Winne-Fond Consortium -- Supported Work Program	58
	Grand Rapids Area Manpower Planning Council -- Comprehensive One-Stop Service Project	59
	Genesee-Lapeer-Shiawassee-Flint Employment and Training Consortium -- First Entry Work Experience and OJT Program for Retarded Adults	60
VI	North Texas State Planning Region Consortium -- Personal Adjustment and Job Evaluation Project	61
VII	City of Omaha -- Job Placement in Growth Occupations Project	62
IX	City of Berkeley CETA -- Disabled Paralegal Advocate Project	63
	Inland Manpower Association -- Placement Program for Job-Ready Handicapped Veterans	64
	City of Oakland Department of Manpower -- Coordination, Training and Placement Project for Moderately Handicapped	65
	City of Los Angeles -- Civil Service Jobs for the Handicapped	66
X	City of Tacoma -- Work Experience Project	67
3.3	Youth Projects	
I	New Haven Labor Market Area Consortium -- Youth Job Upgrading Program	68
II	Broome County Manpower Planning Service -- Youth Assessment and Vocational Training Program	69
IV	Georgia Department of Labor Employment Security Agency -- Rural Skills Center	70
	Clearwater, Florida Manpower and Planning Council -- Vocational Assistance Center for Probationers	71
V	City of Cincinnati -- Preparation and Employment Program for In-School Delinquent Youth	72
	Portage County Commissioners -- Job Teams Program	73
VI	Cameron County -- Comprehensive Employment and Training Program	74
	City of New Orleans -- Youth Development Program	75
	New Mexico Balance of State -- Comprehensive Employment, Counseling and Training Services to Most Needy Youth	76
VII	City of Springfield -- Counseling Project	77
	St. Louis County Department of Human Resources -- Project to Train Youth in Job Development and Vocational Counseling	78
VIII	Pueblo County Manpower Administration -- Part-time Public Sector Employment Project	79
	Jefferson County CETA -- Intensive Services to Youth Entering the Labor Force	80
IX	Alameda County Training and Employment Board -- Vocational Counseling and Academic Training Program for Poly-Drug Using Youth	81
	Honolulu Office of Human Resources -- Youth Employability Program	82
X	Pierce County Manpower -- Career Guidance and Work Experience Program	83

		Page
3.4	Ex-Offender Projects	
I	Cumberland County Commissioners -- Skills Training, Orientation, Counseling and Work Experience Project	84
II	Niagara County Manpower -- Training and Education Project	85
	County of Onondaga -- Job Readiness and Life Skills Project for Women Ex-Offenders	86
III	Prince William County Manpower -- Vocational Counseling, OJT, Job Placement and Follow-up Project	87
V	Macomb County Community Services Agency -- Vocational Training Program in Electronics or Auto Repair for Sentenced or Detained Inmates	88
VII	Black Hawk County, Iowa -- Comprehensive Service Program for Female Ex-Offenders	89
IX	Sacramento-Yolo Employment and Training Agency -- Parole/Probation Jobs Program	90
3.5	Rural Projects	
II	Lawrence County, New York -- Assistant Manager and Agricultural Worker Program	91
III	Richmond Area Manpower Systems -- Mobile Education and Training Program	92
IX	Tulare and King Counties Comprehensive Manpower Agency -- Job Training for Rural Women	93
	City of Merced Manpower Development -- New Career Opportunities for Economically Disadvantaged Rural Women	94
3.6	Older Workers Projects	
II	New York Balance-of-State -- Home Health Aide Training Program	95
IV	Lee County Board of Commissioners -- HEART (Health Education and Rehabilitation Training) Program	96
VI	Greater Fort Worth Manpower Consortium -- Older Workers Job Training and Employment Program	97
VII	City of Wichita -- Older Workers' Training and Employment Program	98
VIII	Weld County CETA -- Senior Aide Program	99
3.7	Other Projects	
I	Bridgeport Manpower Consortium -- Voucher Program for UI Exhaustees	100
IV	State of South Carolina Governor's Office -- English for Employment Program for Indo-Chinese Refugees	101
V	Cleveland Area Western Reserve Manpower Consortium -- Child Abuse Service Program	102

FOREWORD

This report was prepared by Abt Associates Inc. under Contract 20-25-77-20 to the Office of Research and Development, OPER, Employment and Training Administration, Department of Labor. It is the product of the first phase of a project to analyze and document the National Program for Selected Population Segments (NPSPS) funded under Title III of the Comprehensive Employment and Training Act and monitored by the Office of National Programs.

This is the first in a series of documents which will track the progress of NPSPS. This report provides a preliminary summary of the goals, types of services and target groups addressed under NPSPS. It also contains one-page abstracts of each of the 82 projects. More detailed information concerning project operations and outcomes will be available in future Abt reports. Site visits are currently being conducted in 30 locations, and this will be followed by more intensive visits to 12 sites. The products of this effort will include a full report of "the NPSPS Experience" and twelve in-depth case studies describing exemplary projects funded by NPSPS. Each case study will be designed in the form of a manual which prime sponsors throughout the country can use to reproduce successful and innovative programs developed elsewhere.

1.0 INTRODUCTION

This report is intended as a sourcebook for prime sponsors. Section 1.0 describes the NPSPS program--its legislative authority, project selection procedures, programmatic intent, project goals, strategies and organizational structures, project services and client eligibility and recruitment. Section 2.0 describes the types of projects currently serving each selected population segment. Section 3.0 presents project-by-project information in a concise one-page format. In addition, all 82 prime sponsors have designated contact persons who will provide detailed information to other prime sponsors who are considering adopting one or more of these program models. The names, addresses and phone numbers of contact persons are provided on the project summaries.

As a first step in documenting the NPSPS program, Abt Associates gathered data from two sources--grant proposals and telephone discussions with project directors. A detailed descriptive outline was prepared from grant proposals, and then information was verified through long distance phone calls. Data from these sources were condensed into the one-page summaries which comprise the bulk of this report. All information collected was used to analyze the projects along several dimensions, including replicability, quality, and innovativeness.

Although information from a grant proprosal and a telephone call cannot offer a comprehensive picture of an operating program, the data collection of the first phase provides prime sponsors with a preliminary summary of program background and activities.

What is NPSPS?

The National Program for Selected Population Segments (NPSPS) is a $20 million program funded under CETA Title III during FY '77. In response to Section 301(a) of the CETA legislation, the Secretary of Labor allocated funds to provide employment and training services to members of a number of special population segments. Such special services are designed to allow these individuals to compete more effectively in the labor market. The NPSPS program was intended to serve women, rural workers, youth, ex-offenders, older workers and handicapped clients. An

enumeration of NPSPS projects by segment group is given below:

Segment	Number of Projects
Women	26
Handicapped	21
Youth	16
Ex-offenders	7
Rural	4
Older Workers	5
Other	3
	82

Only prime sponsors of Title I programs were eligible to apply for NPSPS funding. Other special segments, such as migrants and Native Americans, are covered through other Title III funding.

How were the projects selected for funding?

The $20 million allocated for the NPSPS program was divided among the ten ETA regions in proportion to the size of their Title I funding. Regional offices were given full authority to award grants within their funding limitation. No minimum size or number of grants was mandated. The only requirements were that no grant exceed $400,000 and that no prime sponsor receive more than one grant.

Each prime sponsor was permitted to submit only one grant proposal. Proposals were developed according to specifications stated in a Request for Proposal (RFP) distributed in June, 1976. Two hundred sixty prime sponsors submitted a total of $75 million worth of grant proposals.

The selection process proceeded in an organized fashion in each region. Regional office staff served on review panels which ranked grant applications according to seven criteria:

- Need (0-20 points)
- Innovativeness (0-20 points)
- Staff capability (0-10 points)
- Cost (0-10 points)
- Program effectiveness (0-10 points)
- Replicability (0-20 points)
- Linkages with other agencies (0-10 points)

Because regions were not required to spread their project awards evenly among target population segments, they were free to select the most promising proposals. Final awards were made in August, 1976, and projects began operations in October.

What is the nature of the NPSPS program?

NPSPS is an experimental program. It gives prime sponsors the opportunity to test the feasibility of new or additional services not previously offered in the community. It is hoped that out of NPSPS will emerge successful new program models which can be replicated by prime sponsors across the country, and which represent some advance or innovation in employment and training programming. NPSPS is funded for one year only. The NPSPS funding allows prime sponsors to test program variations which could, if feasible and successful, become part of a prime's regular Title 1 operation.

What is the relationship between NPSPS Title III projects and Title I?

NPSPS projects are providing services which resemble those provided under CETA Title I, with some differences. For one, much of the NPSPS funding is being used to experiment with new services. Some of the women's projects which aim to place women into nontraditional jobs offer physical fitness training. At least two projects for women ex-offenders are providing housing for these clients.* Second, NPSPS funding is being used to expand existing, successful Title I programs. A project in Weld County, Colorado is using their Title III NPSPS allocation to expand and decentralize a program for senior citizens. Under Title I the town had established staff positions for senior citizens activity coordinators in 11 towns. With NPSPS monies, the County is providing each of its 21 incorporated towns with a senior citizen coordinator.

Other projects are using the special Title III funding to provide a similar set of services to more people, or to an additional population group.

---

*These are the Santa Clara Valley Employment and Training Board's Project Esperanza (Region IX) and the County of Onondaga's Intervention II project (Region II).

What are the goals of NPSPS projects?

Most projects aim for placements--women into sales, ex-offenders into corrections work, or disabled clients into paralegal positions. Many projects are aiming for placements which are nontraditional, after a fashion. The case of women's projects has already been mentioned. Projects which serve handicapped clients emphasize their abilities rather than their disabilities. Many of these projects are seeking to develop a wider range of job options for handicapped clients than has traditionally been available. A common strategy in the provision of services under NPSPS is the "peer training" model. Youth are developing jobs for other youth. Moderately handicapped people are training those who are more severely handicapped. Ex-offenders are being trained to work with Department of Corrections clientele.

What services are NPSPS projects providing?

Each of the NPSPS projects provides several traditional employment-related services. These include job counseling and testing, remedial education, language training, job readiness and specific skills training, and a variety of support services. Counseling is done in groups and on an individual basis, and a few projects offer family counseling. Day care and medical support services are provided to Vietnamese refugees learning English in South Carolina, and housing is offered to female offenders just out of prison.

Among NPSPS projects, there is a strong emphasis on working with employers. Local area employers are represented on advisory committees whose function it is to advise projects on employment opportunities, job requirements and job preparation. One women's project sponsored by the State of Minnesota Governor's Manpower Office (Region V) is working with employers to upgrade already employed but underutilized women. Another project granted to the Somerset County, New Jersey (Region II) prime sponsor is providing technical assistance to employers in complying with Sections 503 and 504 of the 1973 Vocational Rehabilitation Act. These regulations prohibit discrimination against handicapped clients both in terms of job opportunities and physical facilities. Thus, many NPSPS projects treat employers as an essential link in the process of serving clients.

How are the NPSPS projects administered and who delivers the service?

The models of administrative structure and service delivery offered by the 82 NPSPS projects resemble those which are currently utilized by prime sponsors. Most projects are operated on a subcontract basis with existing service deliverers. These subcontractors include public agencies like the Department of Vocational Rehabilitation, the local Employment Service, or other groups like women's centers, YWCAs, and community colleges. In these cases, the project is administered by the agency; the prime sponsor only monitors project outcomes. In some sites, the prime sponsor administers the projects. Clients come to the prime sponsor's office or designated "outreach" sites and receive services there. Another model of project administration is offered by prime sponsors who provide only assessment and referral services.

These models of administration tend to differ depending on the community's institutional experience with a particular population segment. For example, many communities have developed local expertise in providing services to certain groups of handicapped clients. In such areas, projects for this population segment tend to be completely subcontracted to the experienced agency. Women's projects are often subcontracted to established women's centers or community groups.

In terms of service delivery, some subgrantees provide 'one stop' service centers where clients receive counseling, training and job development assistance at the same location. Elsewhere, service delivery is more decentralized. Clients are referred to different agencies, depending on the type of service required. In rural areas, the method of service delivery is a fundamental feature of the project. A project sponsored by the Richmond Area Manpower Planning System in Virginia (Region III) purchased 'jobmobiles' which travel to various community locations. Inside the busses, classes are conducted in remedial and vocational education.

Who is eligible for participation in Title III NPSPS projects and how are these people recruited?

CETA eligibility criteria were relaxed under NPSPS. Although free to establish their own requirements, most prime sponsors chose to adopt CETA Title I eligibility requirements for project participation.

Consequently, most NPSPS project participants are CETA Title I eligibles. They are persons who are economically disadvantaged, unemployed or underemployed. Regional offices exercised discretion in granting applications which altered traditional CETA eligibility criteria.

Eligibility requirements have been relaxed in a few cases. Some prime sponsors are serving groups who would not otherwise be served under CETA Title I. An example is a program sponsored by the Bergen County, New Jersey prime sponsor (Region II) which provides counseling and placement services to women of all socio-economic classes. Another is a project in Pierce County, Washington (Region X) which provides vocational counseling to youth who are school dropouts or potential dropouts. These youth come from all economic strata. Naturally, projects which focus on serving a particular population segment perforce serve members of other segments. For example, women are enrolled in all projects, not just those designated as "women's" projects.

Projects recruit CETA eligible clients through prime sponsors and local Employment Service Offices. To the extent that subgrantees have their own recruitment mechanisms, these too are utilized.

2.0 A SUMMARY OF PROJECT TYPES*

2.1 Women's Projects

Projects for women were awarded 26 grants, more than any other target group. Nine of the 10 regions funded at least one women's project. No women's projects were funded by Region X. County and consortium prime sponsors operate most of the women's programs, which are concentrated on the East Coast and in the Midwest. Funding levels range from $32,625 to $400,000, with most projects at about $200,000. Women's projects funded under NPSPS are enumerated below:

WOMEN'S PROJECTS

Region I
- City of Boston -- Preparation for Nontraditional Occupations
- Hillsborough County Human Development Administration -- Southern New Hampshire Training Program for Nontraditional Occupations

Region II
- Westchester-Putnam Consortium -- Nontraditional Jobs Program
- Monmouth County Board of Chosen Freeholders -- Training Program for Nontraditional Jobs
- Bergen County CETA -- Voucher Program for Women
- Middlesex County Freeholders -- Women's Management Internship Program

Region III
- City of Wilmington -- Counseling and Nontraditional Jobs Placement Program
- Virginia Department of Manpower Services -- Special Employment Opportunities Program

Region IV
- Broward Manpower Council -- Freedom of Career Choice Program
- Memphis-Shelby County Consortium -- Career Awareness for Young Girls and Training for Nontraditional Jobs for Women
- Louisville-Jefferson County Manpower Consortium -- Employer Relations and Creative Employment for Women Project
- Brevard County Board of Commissioners -- Career Counseling and Training for Nontraditional Employment
- Montgomery Manpower Consortium -- Displaced Homemaker's Project

Region V
- Saginaw CETA -- Supportive Services and Placement Project
- Lansing Tri-County Regional Manpower Consortium -- Female Head of Household Welfare Recipient Program
- City of Hammond Manpower Planning Council -- Achievement Motivation for Women
- Fort Wayne Area Consortium -- Displaced Homemaker's Project
- WOW Consortium -- Orientation and Training for Nontraditional Occupations
- State of Minnesota Governor's Manpower Office -- Upgrade OJT and Classroom Training for Nontraditional Employment

*Project names given here are meant to be descriptive of key project goals and activities; they are not necessarily identical to the names provided at the top of each project summary in Section 3.0.

Marathon County Planning Office -- Improved Employability and Alternative Job Scheduling Program

Region VI

Texas Panhandle Regional Planning Commission -- Women Heads of Household Program

Region VII

Independence, Missouri Manpower Resources Office -- Paraprofessional Program

Region VIII

South Dakota Balance of State -- Apprenticeship in Nontraditional Jobs

Boulder County Employment and Training Administration -- Reapplication Skills Project

Region IX

Marin County Manpower Department -- Job Search Skills and Public Relation Project

Santa Clara Employment and Training Agency -- Project Esperanza for Female Offenders

Region X

None

Training and placement in nontraditional occupations is the most common objective of women's NPSPS programs, but the concept of nontraditional jobs has been broadened by a number of projects. In recent years, training for nontraditional jobs has become synonymous with apprenticeships or training for manual trades such as those in the construction industry. Partly due to the lag in construction industry employment, however, many of the programs to train and place women in these jobs have been unsuccessful. NPSPS projects aim at a wider range of nontraditional job options, including commissioned sales, computer repair and management. Some of the projects which seek to place women in the construction trades offer training to develop physical strength. This is a relatively new feature in nontraditional programs for women. A number of the NPSPS women's projects are operated by women's centers or local YWCAs.

To emphasize interest in "widening options," a few of the women's projects feature voucher systems. Vouchers allow clients to choose the particular combination of services or service agencies they desire.

In addition to nontraditional job placement as a goal, the women's project sponsored by the State of Minnesota focuses specifically on upgrading underutilized women. Women who hear about openings at work are

encouraged to contact their local CETA office. The office, in turn, contacts the employer and attempts to arrange a program designed to qualify the woman for the upgraded position.

The women's projects serve different populations of women which sometimes have different training and support needs. Day care is a critical need for female heads of household, and is a key support service component of many women's projects. Displaced homemakers, on the other hand, tend to be older women who may be separated or widowed or simply seeking to re-enter the labor market. For these women, the emphasis in service delivery is on counseling, testing and job market readiness.

2.2 Handicapped Projects

One out of four NPSPS projects serves handicapped clients. Of the 10 balance-of-state prime sponsors who received NPSPS grants, four are serving handicapped clients. These include Delaware, Virginia, West Virginia and Ohio. Every region except Regions I and VIII is conducting at least one such program, with Regions III, V and IX offering the mjority of them. Of the 21 projects, 13 are funded at $300,000 or more. Projects serving handicapped clients are listed below:

HANDICAPPED PROJECTS

Region I
- None

Region II
- Somerset County -- Program for Mentally and Physically Handicapped

Region III
- Philadelphia Area Manpower Planning Council -- Program for Vocational Education and Skills Training for the Mentally Handicapped
- Baltimore Manpower Consortium -- Manpower Services for the Handicapped and Disabled Veterans
- West Virginia Governor's Manpower Office -- Work Experience/OJT Program
- State of Delaware Intergovernmental Manpower Service -- Short-term Occupational and Vocational Training and Rehabilitation Program
- Virginia Governor's Manpower Council -- Work Experience for the Blind

Region IV
- Birmingham Area Manpower Consortium -- Placement Project for Moderately to Severely Handicapped Persons
- Alamance County Board of Commissioners -- Job Training, Counseling and Employment Project

Region V
- TRICO Consortium -- Project to Train and Place Severely Disabled Clients in the Food Service and Sales Industry
- Columbus, Ohio Office of Manpower Development -- Project to Hire and Train Disabled Counselors in Occupational Analysis and Job Development
- Madison County Consortium -- Disabled Veterans Program
- Winne-Fond Consortium -- Supported Work Program
- Grand Rapids Area Manpower Planning Council -- Comprehensive One-Stop Service Project
- Genesee-Lapeer-Shiawassee-Flint Employment and Training Consortium -- First Entry Work Experience and OJT Program for Retarded Adults

Region VI
- North Texas State Planning Region Consortium -- Personal Adjustment and Job Evaluation Project

Region VII
- City of Omaha -- Job Placement in Growth Occupations Project

Region VIII
- None

Region IX
- City of Berkeley CETA -- Disabled Paralegal Advocate Project
- Inland Manpower Association -- Placement Program for Job-Ready Handicapped Veterans
- City of Oakland Department of Manpower -- Coordination, Training and Placement Project for Moderately Handicapped
- City of Los Angeles -- Civil Service Jobs for the Handicapped

Region X
- City of Tacoma -- Work Experience Project

In serving handicapped clients, most prime sponsors have subgranted their funds to the local state department of vocational rehabilitation or to private organizations such as Goodwill Industries which have experience with handicapped individuals. Vocational assessment is a key problem in serving this target group. Emphasis has traditionally been placed on what the handicapped person can't do, rather than what he or she can do. As a consequence, vocational assessment and placement programs have steered handicapped clients into certain occupations only. Many have been discouraged from pursuing careers in public relations or sales, regardless of their mental capacity or motivation. One project takes a different approach. Sponsored by the City of Omaha and operated by Goodwill Industries, this project seeks to employ handicapped persons in local area growth fields such as computer programming and small products assembly.

Work experience and on-the-job training, particularly invaluable for emotionally handicapped and mentally retarded clients, is also provided. The "can-do" approach, plus the importance of working with employers, is also exemplified in the North Texas State Planning Region Consortium contract. Serving more than 200 physically and mentally handicapped people, this program works with handicapped clients and employers to create a match between client abilities and employer needs.

The "peer training" model is used frequently among NPSPS projects for this population segment. The Ohio balance-of-state prime sponsor's program operates in this manner at two levels. Two disabled persons coordinate the project, which trains 24 disabled persons to work as job counselors in local employment service offices throughout the state. In turn, the counselors offer specialized assistance to disabled ES clients.

Work experience is another key component of NPSPS projects for handicapped clients. Indeed, a few projects are using large portions of their budgets to subsidize the wages of handicapped clients. Physical handicaps represent the majority of handicapped clients. However, several projects do address the problems of individuals who are sensorily impaired or mentally retarded.

2.3 Youth Projects

Sixteen youth oriented projects are funded under NPSPS, with all but Region III participating. Funding ranges from $56,975 to $400,000, with an average of $270,000 per grant. Projects serving primarily youth are listed below:

YOUTH PROJECTS

Region I
- New Haven Labor Market Area Consortium -- Youth Job Upgrading Program

Region II
- Broome County Manpower Planning Service -- Youth Assessment and Vocational Training Program

Region III
- None

Region IV
- Georgia Department of Labor Employment Security Agency -- Rural Skills Center
- Clearwater, Florida Manpower and Planning Council -- Vocational Assistance Center for Probationers

Region V
- City of Cincinnati -- Preparation and Employment Program for In-School Delinquent Youth
- Portage County Commissioners -- Job Teams Program

Region VI
- Cameron County -- Comprehensive Employment and Training Program
- City of New Orleans -- Youth Development Program
- New Mexico Balance of State -- Comprehensive Employment, Counseling and Training Services to Most Needy Youth

Region VII
- City of Springfield -- Counseling Project
- St. Louis County Department of Human Resources -- Project to Train Youth in Job Development and Vocational Counseling

Region VIII
- Pueblo County Manpower Administration -- Part-time Public Sector Employment Project
- Jefferson County CETA -- Intensive Services to Youth Entering the Labor Force

Region IX
- Alameda County Training and Employment Board -- Vocational Counseling and Academic Training Program for Poly-Drug Using Youth
- Honolulu Office of Human Resources -- Youth Employability Program

Region X
- Pierce County Manpower -- Career Guidance and Work Experience Program

In contrast to projects funded for other population segments, many prime sponsors are conducting youth programs themselves by simply adding an intake or counseling component to their existing Title I services. One reason for this chosen mode of operations may be the paucity of local groups or institutions which serve the work experience needs of youth. Local schools, for example, traditionally provide only career guidance or vocational training. When established institutions do exist, there is still no guarantee of linkage. Many CETA-eligible youth are school dropouts who have little interest in school-based programs. Job Corps is a national CETA program providing comprehensive services to disadvantaged youth, but its services are available only to enrolled Corpsmembers.

Work experience is the most common service provided under NPSPS youth projects, although counseling and job readiness workshops are also offered. One youth project operated by the St. Louis County Department of Human Resources trains 10 youth to serve as Employment Service job developers for other youth.

A unique program sponsored by the Portage County Commissioners in Ravenna, Ohio uses competitive and sports interest to promote better work habits and teamwork among youth placed in public service employment. Teams of participants compete against each other in punctuality and attendance. Winning teams are rewarded with time off or other rewards such as steak dinners. The youngsters compete in athletic events as well, as a means of building team spirit. According to project documentation, team participants have been 38% more reliable in work habits than a control group of young PSE workers.

2.4 Ex-Offender Projects

Seven ex-offender projects were funded under NPSPS. Region II operates two projects, while Regions I, III, V, VII and IX operate one ex-offender project each. Grants range from $62,688 to $300,000, with an average of $177,000 per grant. Ex-offender projects are enumerated below:

EX-OFFENDER PROJECTS

Region I
- Cumberland County Commissioners -- Skills Training, Orientation, Counseling and Work Experience Project

Region II
- Niagara County Manpower -- Training and Education Project
- County of Onondaga -- Job Readiness and Life Skills Project for Women Ex-offenders

Region III
- Prince William County Manpower -- Vocational Counseling, OJT, Job Placement and Follow-up Project

Region IV
- None

Region V
- Macomb County Community Services Agency -- Vocational Training Program in Electronics or Auto Repair for Sentenced or Detained Inmates

Region VI
- None

Region VII
- Black Hawk County, Iowa - Comprehensive Service Program for Female Ex-Offenders

Region VIII
- None

Region IX
- Sacramento-Yolo Employment and Training Agency -- Parole/Probation Jobs Program

Region X
- None

All project prime sponsors are counties or consortia. Some projects are operated by the prime sponsor while others are subcontracted to public agencies. The Onondaga County prime sponsor (Region II) subcontracts to the Syracuse YWCA to operate its project. Governmental departments such as Youth Services or Corrections are typically involved in referring, or in one case, providing jobs for ex-offenders.

NPSPS placement projects for ex-offenders emphasize two aspects: sensitizing employers and improving the offender's educational status. Sensitizing employers is being accomplished through special workshops in a few projects. Since many ex-offenders have below high school level educations, many projects are encouraging participants to earn general educational diplomas (GEDs). The Sacramento-Yolo Employment and Training Agency sponsors a project which subsidizes the employment of offenders in the Department of Corrections and allows up to 10 hours of educational leave per week.

Most NPSPS projects are not concerned with the type of offense committed by the client, and most projects include ex-offender representation on staff. Parolees, youthful probationers, female ex-offenders and institutionalized clients (inmates) are all population groups which are served by NPSPS projects.

The NPSPS ex-offender projects exhibit some notable features. Two of the projects serving female ex-offenders offer housing to the women as part of the program. As important as the need for housing is among recently released female prisoners, employment projects aimed at this group have not traditionally offered housing assistance. At least one of the institution-based training projects plans an intensive follow-up effort (Macomb County Community Service Agency). Follow-up is widely recognized as important but infrequently performed for institutionalized individuals.

2.5 Rural Projects

Very few rural projects were selected for funding under NPSPS. Regions I,* II, and III funded one each and Region IX funded two. Grant awards ranged from $164,065 to $283,433. Rural projects are listed below:

---

*This project was cancelled early.

RURAL PROJECTS

Region I
None

Region II
Lawrence County, New York -- Assistant Manager and Agricultural Worker Program

Region III
Richmond Area Manpower Systems -- Mobile Education and Training Program

Regions IV - VIII
None

Region IX
Tulare and King Counties Comprehensive Manpower Agency -- Job Training for Rural Women
City of Merced Manpower Development -- New Career Opportunities for Economically Disadvantaged Rural Women

Region X
None

Of the four existing rural projects, the Richmond Area Manpower Planning System contract provides mobile vocational assessment vans, the Lawrence County, New York project is retraining rural residents for farm jobs and two projects, both in California, are aimed at preparing rural women to enter the job market. The prime sponsors for these projects are the Tulare and King Counties Comprehensive Manpower Agency and the City of Merced Manpower Department.

As a group, the rural projects are least likely to aim for placements. The primary services offered by rural NPSPS projects include work experience, on the job training, classroom or remedial education and work orientation. The projects for rural women focus on preparing women for new career opportunities, many of which are nontraditional. These include freeway maintenance, police and fire protection, auto mechanics, wastewater treatment, etc. Women are also instructed in building assertiveness and self-esteem, clarifying values and coping with the world of work (interview skills, budget management, etc.). The Tulare and King Counties project offers this type of training for one day each week, while the Merced project offers it intensively in the first three weeks of the project.

Richmond's effort focuses on transportation and inadequate education as the primary barriers to employment among rural residents. This project renovated and customized vans which make daily visits to rural work-training sites and other points in the community. The vans are staffed by experienced teachers who provide remedial education and GED preparation, as well as training necessary for survival in the world of work. Programmed instructional materials are also available for individualized use.

The fourth rural project works with both prospective employers (such as owners of large dairy farms or farm cooperatives) and displaced farm laborers in upstate New York. Thirty young adults are being trained to operate modern farm machinery, while 20 others are being trained to manage large farming operations. Twenty owner/managers are also receiving supervisory and job-restructuring training.

2.6 Older Workers' Projects

Five NPSPS grants were awarded to prime sponsors for projects targetted on older workers. Regions II, IV, VI, VII, and VIII awarded one grant each, at an average cost of $218,000. Projects serving predominantly older workers are listed below:

OLDER WORKERS PROJECTS

Region I
None

Region II
New York Balance-of-State -- Home Health Aide Training Program

Region III
None

Region IV
Lee County Board of Commissioners -- HEART (Health Education and Rehabilitation Training) Program

Region V
None

Region VI
Greater Fort Worth Manpower Consortium -- Older Workers Job Training and Employment Program

Region VII
City of Wichita -- Older Workers' Training and Employment Program

Region VIII
Weld County CETA Senior Aide Program

Regions IX & X
None

Most of the projects involve subcontractual administrative as well as service delivery arrangements.

Two projects, sponsored by New York Balance-of-State and Lee County, Florida, focus specifically on training older persons as homemaker or health aides to assist other elderly persons confined to their homes. In Lee County, Florida, the "HEART" (Health Education and Rehabilitation Training) program is using Title III funding to expand its award-winning format to cover a younger age group (45-55 years). The first six weeks entail classroom training; the second six weeks combine work experience and classroom training. An unexpected finding is that many trainees are qualifying for nurses aide or orderly certificates as a result of their training. Many are therefore taking full-time jobs in hospitals and nursing homes in addition to working in private homes.

Two other projects offer more general counseling and placement assistance for elderly persons who may have been forced into early retirement. The Wichita, Kansas project is administered by Senior Services, Inc. (SSI) which shares office space with the CETA prime sponsor. Through their subcontractual arrangement, SSI now employs an "Intensive Manpower Specilist" to provide vocational services such as job counseling, work orientation and job development to CETA eligible clients who are 55 or older. Jobs are being sought in occupational areas of net positive demand, such as electronics, health care, and machine operations. The Greater Fort Worth Manpower Consortium offers a variety of job training, referral and placement services to workers aged 45 or older.

All of these projects provide some form of transportation assistance, a major obstacle in the training, placement and retention of older workers. One project (Wichita, Kansas) may offer automobile mileage reimbursements, while another (HEART) takes training into outlying areas. A third project (New York State) hires a transportation aide.

The final NPSPS project for older workers aims to coordinate existing services for the elderly and provide them with information concerning these services. Weld County, Colorado's modest grant of $37,520 pays the wages of 21 senior citizen coordinators who provide these information and referral services for other elderly persons in the community. As with the "HEART" program, this project represents an expansion of an existing program.

Staff members of a few projects indicated that Title III funding enabled them to serve a larger elderly population than could be served under Title I. Forty-five to 55 year olds are newly served in the expanded "HEART" program. The Fort Worth placement project is serving elderly clients 55 years of age and over as a consequence of the special grant.

2.7 Other Projects

Three regions chose other target groups for services under NPSPS, as listed below:

OTHER PROJECTS

Region I
Bridgeport Manpower Consortium -- Voucher Program for UI Exhaustees

Regions II-& III
None

Region IV
State of South Carolina Governor's Office -- English for Employment Program for Indo-Chinese Refugees

Region V
Cleveland Area Western Reserve Manpower Consortium -- Child Abuse Service Program

Regions VI - X
None

Region I funded a voucher system for unemployment insurance exhaustees. Citing the large number of persons who have been out of work for long periods of time and who have exhausted all regular and supplemental UI benefits, the Bridgeport Manpower Consortium offers a maximum stipend of $1000 to eligible exhaustees for training and support services.

Region IV is operating an "English for Employment" project for Vietnamese refugees. Intensive vocational and personal counseling is also offered, along with support services which include transportation, medical examinations and child care. As prime sponsor, the State of South Carolina subcontracts with several public agencies to provide the needed services. These agencies include the Indo-Chinese Refugee Agency (part of the Department of Social Services), the Job Service, the state departments of Vocational Rehabilitation and Adult Education.

A social experiment is being sponsored with Title III NPSPS funding in Region V. The Cleveland Area Western Reserve Consortium has subcontracted with the Child Abuse Service Program in Cleveland to provide employment services to 300 CETA eligible parents of neglected or abused children. Services include counseling, skill training, education and job development. The project is being conducted in conjunction with a research study to test the hypothesis that lack of employment or underemployment are significant contributing factors in the incidence of adult child abuse.

In the next section of this report, project summaries are arranged in groups by segment, in the following order:

1. Women
2. Handicapped
3. Youth
4. Ex-offenders
5. Rural
6. Older Workers
7. Other

Within each segment, summaries are arranged in order of DOL region, with Region I projects first.

It should be noted that all summaries are derived from grant materials and telephone calls only. Although information in the summaries has been verified by project directors, outcome data in particular should be considered preliminary.

Unfamiliar abbreviations found in the bodies of the summaries usually refer to the project's name, which is printed in full at the top of the page. Other abbreviations found in the text include (in alphabetical order):

- AFDC - Aid to Families with Dependent Children
- DVR - Department of Vocational Rehabilitation
- ES - Employment Service
- FT - Full-time
- GED - High School Equivalency Certificate
- OJT - On the Job Training
- PD - Project Director
- PS - Prime Sponsor

- PSE - Public Service Employment
- PT - Part-time
- WIN - Work Incentive Program

WOMEN

PRIME SPONSOR
City of Boston, Mayor's Office
of Commerce and Manpower
5 Doane St., Boston, MA
Jannie John
617-723-3360

PROJECT
Nontraditional Occupations Project
Boston, YWCA, 140 Clarendon St., Boston, MA
Vivian Guilfoy
617-536-2169

BRIEF PROJECT DESCRIPTION: Recruits, prepares and places 100 Title I women in nontraditional training and/or employment. Develops and tests activity formats, learning experiences, and materials to meet needs of target group. Participants work in building maintenance field--hands on classroom instruction in construction, carpentry, plastering, painting, papering and electricity/mechanics; worksite experiences; occupational fitness; and career counseling.

MAJOR GOALS AND OBJECTIVES: Improve occupational options of low-income women. Design, pilot and evaluate special recruitment materials, training formats, and placement efforts as an innovative intervention model for Title I women. Placement goals: unsubsidized or subsidized employment within 4 to 6 weeks or enrollment in nontraditional training within 6 weeks.

ORGANIZATION: Boston YWCA, subcontractor, is responsible for conducting the project. Board of Directors is all female. YWCA is experienced in occupational counseling and training for women and minorities.

STAFFING: Project Director, trainer, counselor, assistant counselor, project developer assistant--all full-time. Evaluator and clerk typist, part-time. 4 part-time training instructors and work experience trainers.

BUDGET:

Personnel:	$125,043
Worksite Trainers:	13,000
Instructional/Occupancy Costs:	30,582
Office/Other Costs:	5,300
Overhead:	21,483
YWCA-Subtotal	$196,008
Allowances & Support Services:	$179,212
CETA Central Administration:	24,780
YWCA Subtotal:	196,008
PROJECT TOTAL:	$400,000

RECRUITMENT PROCESS/CLIENT PROFILE: Title I subcontractors are given flyers to distribute to female clients. Neighborhood Employment Centers recruit. Flyers/materials are distributed to clients through community agencies, churches, women's groups in locations frequented by low-income women. YWCA serving 40-50% white, 30-50% black, 20-30% Hispanic, 10% other minorities.

ACTIVITIES: Intake: Information is taken on demography, educational and work background; clients given reading and math tests; attitudes on nontraditional work are assessed; a simple contract between participant and project is drafted. Program provides hands-on training, physical fitness training, work experience with maintenance personnel in large urban office and apartment buildings, persuasion/advocacy model for job development and placement. Allowances for 16 weeks of training plus stipends as needed for day care and transportation. Program provides career and personal counseling within the framework of the contracts, including information, guidance and referral. Follow-up interviews held 6 weeks after termination.

OUTCOME TO DATE: As of June 22 (60 days after graduation of first group), 26 of the 32 completed training. 80% placed in nontraditional jobs or in further training.

PROGRESS/PROBLEMS: The program has found that women <u>can</u> be placed in nontraditional occupations, at $3.00 to $7.57 an hour.

REPLICATION ISSUES: Program designed to maximize replicability--its component parts (recruitment, training, counseling, work experience and placement) should be replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Manual: information reports and backup materials. Final report. Curriculum.

DURATION OF GRANT: November 1, 1976 to December 31, 1977.

PRIME SPONSOR	PROJECT
Hillsborough County Human Development Administration P.O. Box 416 Manchester, New Hampshire Peter Kling 603-669-0701	Southern New Hampshire Services Training Program (Women) RFD #5, Daniel Webster Highway South Bedford, New Hampshire Cathy Humphrey 603-669-0701

BRIEF PROJECT DESCRIPTION: Intensive job development in nontraditional occupational areas with the goal of developing OJT training contracts in the private sector for 67 women.

MAJOR GOALS AND OBJECTIVES: The goals of the project are to increase the vocational skills of 67 low-income women through training sessions, enhance the employability of that target population, provide an avenue for upward job mobility, place 75% of program participants in permanent employment positions through the retention clause in the OJT contracts with employers and encourage affirmative action through orientation sessions with OJT employers.

ORGANIZATION: The Southern New Hampshire Service is the administrative unit of CETA for the County and is responsible for administering and supervising the project.

STAFFING: All four staff are full-time employees. Their titles are director, assistant director, counselor, job developer.

BUDGET:

Administration:	$ 40,500
Training:	121,940
Services:	40,168
	$202,608

RECRUITMENT PROCESS/CLIENT PROFILE: Clients are referred from state and local welfare offices, employer's personnel offices and women's organizations.

ACTIVITIES: The staff counselor provides the intake interview which reviews the educational attainment and work history of the client. Optional testing is sometimes undertaken. Tests include GATB and Kuder Occupational Interest Surveys. The project provides OJT in non-union durable goods industries as job development, job placement and job preparedness counseling. Clients can gain assistance in obtaining additional educational training. Transportation, day care and other support services are available. Job counselors monitor progress at OJT sites bimonthly. Monthly in-depth counseling sessions related to training are also done. Crisis counseling is available on an "as needed" basis. Employers are contacted in 7, 30, 90, and 180 day intervals.

OUTCOME TO DATE: 39 clients are being served. An accurate assessment of placements will be undertaken in September.

PROGRESS/PROBLEMS: Dropout rate has been high and some women have missed job interviews. Others are reluctant to go into the jobs that they have been trained for or do not stay at those jobs. In addition, it has been difficult to find OJT slots.

REPLICATION ISSUES: Can be replicated by any prime sponsor.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Westchester-Putnam Consortium
Employment and Training Administration
Westchester County Office Building
White Plains, New York
Keith Drake
914-682-2890

PROJECT
Nontraditional Jobs Program
170 East Post Road
White Plains, New York
Jody Peter, Administrator
914-682-3415

BRIEF PROJECT DESCRIPTION: These funds supplement a Career Resource Center offering women comprehensive support in making nontraditional career choices, by providing OJT or work experience or classroom training/education on an individual basis.

MAJOR GOALS AND OBJECTIVES: Goals articulated for the Center: to enroll 540 women; to place 270 in nontraditional jobs; and to create 15 job-sharing slots for 30 women.

ORGANIZATION: The prime sponsor operates the program, which utilizes the already-existing Career-Resource Center. Prime Sponsor gives on-line coordinator great freedom in operations.

STAFFING: Program administrator (full-time); 1 full-time and 3 part-time career counselors; 1 job developer, 1 full-time secretary, and student intern for additional clerical support.

BUDGET: This program is one component of overall Women's Career Resource Center, and much in facilities and services is donated, but this money is channelled to whole center.

Administration:	$ 40,113
Allowances:	129,495
Participant Benefits:	20,505
Training:	171,987
Services:	37,900
	$400,000

RECRUITMENT PROCESS/CLIENT PROFILE: Special outreach to AFDC, WIN recipients, minorities, older women and school dropouts. Trainees are all disadvantaged. They seem to fall into two groups--those that have been chronically disadvantaged and those who are recently divorced.

ACTIVITIES: Strong-Campbell Interest Inventory if needed. Vocational Counselors assess work history. Career information workshops and conferences; job search skills workshops; classroom training in nontraditional fields by stipend; OJT work experience slots. Job board, talent bank (for women interested in job sharing arrangements), and resource library. Assertiveness training and consciousness raising groups, other counseling. 30 day follow-up for clients; 90 day with employers.

OUTCOME TO DATE: As of May 5, 65 women in training with Title III stipends; 15 in public service slots, 20 in OJT and 30 in skills. One unsubsidized placement.

PROGRESS/PROBLEMS: Project feels satisfied by the total number served by host Center. Difficult to separate Title III funds, clients, services and statistics from those of overall Center program. Project delayed until February due to "internal problems."

REPLICATION ISSUES: NPSPS funding supplements larger facility, adding stipends available to CETA-eligible client.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: December 1, 1976 to November 30, 1977.

PRIME SPONSOR
Monmouth County Board of Chosen Freeholders, Hall of Records
East Main Street, Freehold, New Jersey
Harry Larrison, Jr. & Jane G. Clayton
201-431-7384

PROJECT
Training for Women in Nontraditional Jobs
Monmouth County CETA
Gloria Franklin, Coordinator
201-542-5400

BRIEF PROJECT DESCRIPTION: This program offers 110 women training, counseling, and assistance in their job search, focussing on sales fields traditionally occupied by men.

MAJOR GOALS AND OBJECTIVES: To enroll 55 women in each of two successive 26 week sessions and, expecting an attrition of 10, to prepare 100 women to enter labor market competitive with men.

ORGANIZATION: Coordinated by the prime sponsor, with a subgrant to Brookdale College Women's Center, which conducts classes and counseling, and subcontracts other services as needed, with the prime sponsor's approval.

STAFFING: Full-time employees: (1) the coordinator, a CETA staffwoman with experience in nontraditional training and placement for women; (2) a personal and vocational counselor (MSW), and (3) a clerk. Additional help from PSE receptionist.

BUDGET:

Administration: (including $21,000 for salaries)	$ 34,250
Allowances:	111,320
Training:	19,800
Services (subcontracts, testing, e.g.)	37,300
	$202,670

RECRUITMENT PROCESS/CLIENT PROFILE: Recruitment by service agent, referral and regular CETA intake centers. Client profile of first session is as expected: 55% are heads of household (HOH); most are high school graduates aged 20-48; about two-thirds are white.

ACTIVITIES: One week orientation includes forming consciousness raising and assertiveness training groups and, for every client, sales-relevant tests from the Career Center. Ten weeks' course with invited instructors in general salesmanship; 3 more weeks specialization in auto sales, or parts sales, or heavy appliance/luxury goods Final 11 weeks of job club with peer and counseling support in job search; clients continue receiving allowances for 4 weeks. Client places herself. Vocational and personal counseling available throughout 22 weeks; concurrent consciousness raising and assertiveness training group meetings. No client-oriented follow-up after employment. Program tracks clients at 3 months to evaluate program effectiveness.

OUTCOME TO DATE: First session not completed as of May. Of 26 enrolled, 2 left to take jobs, another is on a temporary leave of absence.

PROGRESS/PROBLEMS: Behind schedule: first class started March 28. Program has been intensified: shortened orientation; added funds for taining; course shortened from 26 to 20 weeks, split to 4 groups; staggered with 6-8 week overlap. Applied for time extension to take 5th group. Goals remain the same.

REPLICATION ISSUES: Previous grant to Brookdale College Women's Center funded similar program, developed their expertise and resource library. Otherwise appears highly replicable.

DOCUMENTATION AVAILABLE: Developed own curricula; photocopies available. Produced synopis of program for local employers.

DURATION OF GRANT: March 1, 1977 to February 28, 1978.

PRIME SPONSOR	PROJECT
Bergen County Board of Chosen Freeholders Administration Building Hackensack, New Jersey Jeremiah O'Connor, Freeholder Director 201-342-3512	Women Working CAP/Women's Jobs Program 90 Main Street Hackensack, New Jersey Judy Murphy 201-342-5582

BRIEF PROJECT DESCRIPTION: Program for women, includes use of voucher system, with emphasis on nontraditional fields and self-help. It offers intensive counseling and peer support in career choice, purchase of training and services and job search.

MAJOR GOALS AND OBJECTIVES: To achieve 90 direct placements, and 305 indirect placements in unsubsidized jobs; to provide 108 economically disadvantaged women with voucher funds for training and life assistance.

ORGANIZATION: Program administered by Bergen County Community Action Program (BCCAP), whose Director of Operations oversees the Women's Jobs Program Coordinator. Services and training contracted from Bergen Community College and other agencies.

STAFFING: Nine full-time personnel: coordinator; 2 senior counselors, 1 counselor; 1 secretary; 1 intake counselor; 1 child care worker; 1 job developer; [senior counselor, 2 counselors, 1 child care worker - part-time staff]

BUDGET:

Administration (including $26,775 for salaries)	$ 52,940
Allowances:	111,522
Participant Wages and Benefits	28,088
Training:	136,304
Client Services:	67,329
	$396,183

RECRUITMENT PROCESS/CLIENT PROFILE: Aggressive outreach with publicity and public appearances; referrals through CETA and local service agencies. Two types of clients whose socioeconomic status differ: middle and upper income women, and lower income women (85%).

ACTIVITIES: Greatest program emphasis: career choice thorugh career counseling and exploration. Each eligible woman receives a fixed sum voucher which she must budget, purchasing training and other services of her choice. Intensive counseling is integral to entire program, including assertiveness training, goal setting, resume writing, interviewing techniques and a Job Club, all of which are available to both voucher and non-voucher clients. A free child care center and a Job Resource Center were created for this program. Clients are contacted by mail or phone to determine their current employment status. Those who have been placed in jobs may take part in an ongoing workshop designed to solve on-the-job problems.

OUTCOME TO DATE: As of May 9, 43 clients have found unsubsidized employment. Project expects to attain all goals after average enrollment of 7 months (except percentage placed in nontraditional fields).

PROGRESS/PROBLEMS: Client resistance to nontraditional jobs; fewer job opportunities than expected; difficulty in outreaching to appropriate clients. Started as a center for all women, so problems produced by having women so diverse in socioeconomic status, education, and needs.

REPLICATION ISSUES: Voucher system for disadvantaged women easily replicated with cooperative agencies; need single facility with meeting space and resource library; workshops adaptable to other population segments.

DOCUMENTATION AVAILABLE: Coordinator has thorough documentation not yet analyzed, as well as standard reporting forms.

DURATION OF GRANT: October 1, 1976 was date funds were received, although program did not officially open until January 3, 1977, to December 31, 1977.

PRIME SPONSOR
Middlesex County Freeholders
133 Church Street
New Brunswick, New Jersey
Thomas Molydeux
201-246-6920

PROJECT
Women's Educational Advancement and Career Development Program
Labor Education Center, Rutgers University
New Brunswick, New Jersey
Barbara Dubin, Director
201-932-9005

BRIEF PROJECT DESCRIPTION: An internship training program for women to prepare for management level positions, offering formal classroom training and supervised work, concurrently.

MAJOR GOALS AND OBJECTIVES: To enroll 40 women, and place majority of them in positions in nontraditional occupations, at management levels.

ORGANIZATION: Prime Sponsor subgrants to Rutgers' Labor Education Center, which operates program, with cooperation of groups representative of labor, management, government, education and women.

STAFFING: Three full-time staff: director, assistant director, placement counselor, educational and social services counselor. CETA provides 2 clerical positions and a job placement aide through Public Service Employment (PSE).

BUDGET: Major modification pending DOL approval, requests $40,000 additional for support stipends.

Administration:	$ 35,382
Allowances:	41,046
Participants Benefits:	1,146
Training:	40,887
Services:	61,851
	$180,312

RECRUITMENT PROCESS/CLIENT PROFILE: CETA office refers applicants. Must be at least 18 years old, function at minimum of 8th grade equivalence. Screen about 200 to accept 40. Age and racially diverse.

ACTIVITIES: Four week orientation to introduce participant to Labor Education Center (LEC); and counsel, assess, administer tests and interest inventories. Included intensive formal classroom training. Approximately 680 hours of specialized classes; 33 weeks of internship site experience, and onsite job counseling. This 33 weeks consists of 4 days on internship site and one day at LEC for classroom training/group counseling. Job development activities include job restructuring workshops for employers. The internship aspect combining OJT and classroom insures practical discussion of realities, and gives clients visibility to employers. Individual and group counseling of every phase of program. Medical and housing, referral, child care, transportation aid through CETA and/or LEC. 30 day and 6 month follow-up. All interns will be members of Rutgers Alumni Association to insure continued access and input to program. Plan long-term 5 year follow-up evaluation on interns.

OUTCOME TO DATE: As of May 9, 34 of 40 clients remain in the 33 week program.

PROGRESS/PROBLEMS: If women with special problems had been identified earlier and screened out or referred elsewhere, program would have run more smoothly. On the positive side, many women have changed their self-images and are on the verge of obtaining leadership/managerial positions they would have never considered previously. Should not have been Title III project: stipends too low. Should have been funded through Public Service Employment (PSE) so that training allotment was commensurate with responsibility. Director hired 2 months after scheduled start-up.

REPLICATION ISSUES: Program based on earlier effort at LEC. With documentation, could be adopted elsewhere but modified to suit participants' needs.

DOCUMENTATION AVAILABLE: Plan complete documentation at year's end.

DURATION OF GRANT: November 1, 1976 to December 31, 1977. (Project was modified.)

PRIME SPONSOR	PROJECT
City of Wilmington, Delaware 1000 King St., Wilmington, Delaware Kevin C. McGonegal 302-571-4285	Women's Nontraditional Program 800 French St. Wilmington, Delaware Marti Wailes 302-571-4285

BRIEF PROJECT DESCRIPTION: Project's emphasis is on support group and individual counseling while placing women in training programs and PSE. Counseling groups are 8 weeks, 2 days a week, 2 1/2 hours a day. Individual counseling is daily.

MAJOR GOALS AND OBJECTIVES: To encourage women to seek training and employment in nontraditional areas; to develop job opportunities for them which lead to careers and higher wages. The goal is to serve 95 with 76 entering employment during the course of the year.

ORGANIZATION: Women's unit is one section of the Divison of Manpower Development, Department of Personnel, City of Wilmington.

STAFFING: 2 Counselors: a training coordinator and her counseling assistant, 1 secretary/record keeper.

BUDGET: A modification is currently being negotiated.

Administration:	$ 30,000
Allowances:	16,888
Wages:	34,309
Fringes:	8,179
Training:	38,082
Service:	22,542
	$150,000

Total as of March 31, 1977.

RECRUITMENT PROCESS/CLIENT PROFILE: Referrals from Division of Manpower Development. Outreach by letter and telephone to all women on file in their office to inform them of the program. Average participants are 18-50 years old, high school diploma, 50% black and head of household with at least one child.

ACTIVITIES: Intake: by Division of Manpower Development. Testing: vocational aptitude tests as necessary by employment services. Vocational training: most training is done at Wilmington Skills Center in ship fitting, auto mechanics, pipe fitting, building maintenance, welding, carpentry, machine operation, and pre-apprenticeship electrician training. Math tutoring is also available. Other services: tool, incentive and transportation allowances and purchase of safety apparel as necesary are available. Follow-up: includes telephone and personal contact during the early weeks on a job and remains openended. Also telephone contact with the employer is maintained for counseling and follow-up.

OUTCOME TO DATE: As of March, 1977, 65 served, 24 completed, 18 in jobs, 4 in public service employment, 31 in classroom training, 8 in counseling.

PROGRESS/PROBLEMS: Principle problem has been the lack of available existing training programs for women to attend in the Wilmington area. Major problems is high unemployment rate in Wilmington.

REPLICATION ISSUES: Replication requires skills training programs elsewhere in the area.

DOCUMENTATION AVAILABLE: A short history will be available as well as a videotape of the experiences of the first class of ship fitters.

DURATION OF GRANT: October 1, 1976 to September 30, 1977. Requesting a 3 month extension of services not funds.

PRIME SPONSOR	PROJECT
Department of Manpower Services 4057 Chain Bridge Road Fairfax, Virginia Michael Gilbert 703-691-3221	Special Employment Opportunities for Women 3536 Carline Springs Road Fairfax, Virginia Ms. Iris Rache 703-820-0310

BRIEF PROJECT DESCRIPTION: This program recruits Title I eligible women for training in nontraditional jobs in three areas: real estate/property management, home appliance repair, computer repair. Orientation and counseling focus on work habits and job interviewing techniques. OJT contracts are negotiated with employers.

MAJOR GOALS AND OBJECTIVES: The major goals of the project are to train and place 50-100 women in 3 nontraditional unsubsidized jobs in stable industries with career advancement opportunities; to develop or demonstrate specialized techniqeus to assess interest, aptitudes of women; to publicize positive work experience of women in nontraditional jobs; to assist women with making adjustments to work demands and all-male environments of nontraditional jobs.

ORGANIZATION: Operated by prime sponsor. Representation from NOW, Women's Counseling Center and local women's organization make up the Women's Advisory Council.

STAFFING: Project Director, 2 counselors, 1 job development specialist, all full-time. 3 intake people, 1 assessment counselor, 1 counselor for housing management, 1 women's counselor, all part-time.

BUDGET: Title III pays only for 2 counselors and 1 job developer.

Administration:	$ 59,950
Allowances:	17,050
Wages:	49,700
Fringe:	2,900
Training:	105,900
Services:	64,500
	$300,000

RECRUITMENT PROCESS/CLIENT PROFILE: Approximately 150 women on program's waiting list were contacted by phone and mail. More women will be recruited through linkages with various women's groups and agencies in the area. Clients are older women entering labor force after having raised families and younger women with high school or college educations who may have more clear idea of occupational goals.

ACTIVITIES: Assessment of occupational compatability through standardized tests (ABLE, KUDER, etc.), educational background, work history and industry requirements. Counselors and enrollees work together to identify resource to achieve goals. Vocational training: formal OJT contracts were negotiated with employers. Frequency and duration of training sessions depends on practices of individual employers. Other services: child care, health care, transportation provided. Counseling is an ongoing function with emphasis on efficiently dealing with stereotyped attitudes at work sites and building confidence through weekly workshops and group and individual discussons. Follow-up: monthly meetings are held with counselor, employer and trainee to assess progress and reinforce project staff support to both clients and employers.

OUTCOME TO DATE: As of May, 1977, 53 clients were in OJT. It is expected their training will be completed sometime in August.

PROGRESS/PROBLEMS: Women in computer training were experiencing anxiety about math and physics. Response was to develop a very strong support group. Housing management training runs a full year. Therefore, 15 clients are being transferred to Title I.

REPLICATION ISSUES: Replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Evaluative documents will be available at end of program.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
Broward Manpower Council 650 North Andrews Avenue Ft. Lauderdale, Florida Jeanette Overgard 305-765-4545	Women's Freedom of Career Choice 650 North Andrews Avenue Ft. Lauderdale, Florida Jeanette Overgard 305-765-4545

BRIEF PROJECT DESCRIPTION: A research project designed to test the workshop and voucher programs. These program components serve as vehicles for entry into jobs (not necessarily nontraditional). A control group from Title I will be observed and compared to a group of 50 women who participate in the workshop but not the voucher component, and 150 who participate in both.

MAJOR GOALS AND OBJECTIVES: To increase the range of career choices of participants. To identify types of training most preferred by women and their relative success; to identify training programs and employers who are most responsive; to evaluate relative cost-effectiveness of the program and the training methods. Plan to serve 200 clients.

ORGANIZATION: Project functions as a fairly autonomous division of Training and Employment Administration. Project coordinator involved in community work with women's groups and has represented the project on panels and symposia.

STAFFING: Project coordinator/counselor; contracts analyst; research assistant; secretary; 2 counselors, all full-time.

BUDGET:

Administration:	$ 54,313
Allowances:	48,677
Wages and Fringes:	100,963
Training:	52,909
Services:	37,138
	$300,000

RECRUITMENT PROCESS/CLIENT PROFILE: All participants come from Title I program. During a 3 day Title I orientation for new clients the project is presented as an available option. Participants volunteer. Clients are under 30 or over 40, not high school graduates, and have little work experience.

ACTIVITIES: Intake: Formal testing offered and provided to those women who desire it. Self-assessment during a 5 day workshop. Vocational Training: after two week workshop, 60 participants provided with vouchers to select directly the vocational courses of their choice (public or private). 60 participants given vouchers to obtain directly OJT positions in the private sector. Job seeking skills sessions held. 30 participants given vouchers to develop public service employment jobs. Responsibility for job placement rests with participant. Other services: group counseling, assertiveness training, and individual counseling for those requesting it. Also, child care vouchers, medical services and transportation. Follow-up: regular 30-60-90 day contacts; 90 day follow-up test on assertiveness; 30 day follow-up on job satisfaction; newsletter published to maintain contact; counseling always available.

OUTCOME TO DATE: 115 clients served; none have yet completed.

PROGRESS/PROBLEMS: Little success with apprenticeship programs since local construction market is depressed. Participants have been slow to identify OJT opportunities. Workshop has been very successful.

REPLICATION ISSUES: Can be replicated by any prime sponsor. The Program Evaluation Component is designed to answer numerous research questions, and requires staff with research skills.

DOCUMENTATION AVAILABLE: Have put together an extensive research design and a slide show presentation. Will write a report on research results and may publish a monograph.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
Memphis-Shelby County Consortium 202 Union Avenue, Memphis, Tennessee Sherman Olson 901-525-5550 x 257	Nontraditional Jobs for Women 202 Union Avenue, Memphis, Tennessee Sherman Olson 901-525-5550 x 223

BRIEF PROJECT DESCRIPTION: This is a 44 week training program in air conditioning maintenance and repair and a 3 month program in commissioned sales training completed by counseling and physical fitness preparation. There is also a career awareness component for young girls, 14-18, which focuses on the availability of nontraditional occupations for women and physical fitness training.

MAJOR GOALS AND OBJECTIVES: The objectives of program are to improve employability by providing attitudinal adjustment, supportive services, skill training, ongoing counseling and physical strengthening. Originally intended to serve 473 and place 165 in employment; however, due to the cancellation of 2 training components, this has been reduced to a total of 158 served. 115 are young girls, 43 women.

ORGANIZATION: Three agency effort. Wages: a female oriented employment agency with responsibility for fiscal management, counseling and job development. Girls Club of Memphis: physical fitness programs for women and girls and career awareness and vocational counseling for girls 14-18. Memphis OIC: air conditioning repair and maintenance and commissioned sales training. All are subcontractors of the prime sponsor.

STAFFING: The full-time staff includes: 1 records clerk, 1 air conditioning instructor, 1 sales instructor, 2 vocational instructors, 1 career development specialist, 1 physical education coordinator, 1 athletic instructor and 2 counselor/job developers. Part-time staff includes: 1 air conditioning instructor, 3 vocational aides, and 1 maintenance man.

BUDGET: Total budget as of April 1977 including modifications:

Administration: (includes $7000 for evaluation)	$ 47,556
Training:	136,699
Services:	12,009
Allowance:	103,736
	$300,000

RECRUITMENT PROCESS/CLIENT PROFILE: Recruitment occurred through use of newspaper advertisements and publicity as well as through referrals from the Employment Service. The average client is a female 28 years old, black, AFDC recipient with 2-3 children who has a high school degree or GED.

ACTIVITIES: Intake was done by phone and personal interviews by the wages counselors. Clients then went to the Diagnostic Center at Southwestern for a series of diagnostic tests: Benet test of comprehension, WAIS, MMPI, administered by licensed psychometrists. Memphis OIC provided training for air conditioning repair and maintenance and in commissioned sales. Counseling is an integral part of the program. Day care and medical services are provided following Title I guidelines. Follow-up involves contact with client and employer at 30-90-180 day intervals.

OUTCOME TO DATE: As of April, 1977: 43 women have been served, 8 women received placement services for sales jobs, 56 girls served by Girls Club.

PROGRESS/PROBLEMS: They were forced to cancel two training components due to an unforseen rise in technical advisor costs and equipment. A delay in start-up attributable to insufficient preparation time and an initial avalanche of applicants required the staff to concentrate exclusively on intake.

REPLICATION ISSUES: Should be replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1976 to October 1977. (They are currently negotiating a time extension.)

PRIME SPONSOR
Louisville-Jefferson County Manpower Consortium
629 Kentucky Home Life Building
Louisville, Kentucky
Gary Byerly
502-587-3761

PROJECT
YWCA Creative Employment Project
604 South Third Street
Louisville, Kentucky
Betsy Jacobus
502-585-5561

BRIEF PROJECT DESCRIPTION: Training, counseling, and placement services with a strong emphasis on expanding opportunities for nontraditional jobs.

MAJOR GOALS AND OBJECTIVES: To provide support and counseling for 469 participants, necessary skill training for 59 (OJT for 25, vocational training for 18, welding classes for 16); to work with employers to expand employment of women; conduct seminars with YWCA Kentucky Humanities Council Project; assist 230 participants to enter employment (at least 25% nontraditional).

ORGANIZATION: YWCA, subgrantee, sponsors Creative Employment Project. ES office does intake, screening, some assessment and job bank placement.

STAFFING: Project director; administrative assistant/counselor; bookkeeper part-time; clerk tyist; re-entry counseling specialist; nontraditional counseling specialist; employment counselor; job developer.

BUDGET:

Administration:	$ 44,173
Allowances for Participants:	80,183
Services & Participant Benefits:	100,080
Training:	64,325
	$288,761

RECRUITMENT PROCESS/CLIENT PROFILE: Community contacts with education and training centers, interest groups, churches. Ads on radio, TV, newspapers. Majority 22-44, most are high school graduates. As of May, 198 female heads of households, 249 white, 125 black; 25 ex-offenders, 14 handicapped, 7 veterans.

ACTIVITIES: CEP counselor assesses participants to determine need for counseling and whether participant should be referred to vocational education, OJT or job developer for placement. Aptitude, achievement, literacy tests or Vocational Preference Test given to participants unsure of a vocational direction. Classroom training for welders; OJT in nontraditional jobs with strong prospects for retention in the jobs; job development; job placement. Other services: day care and travel allowances, individual counseling; job exploration readiness (for re-entry group); assertiveness training. Follow-up: questionnaires mailed after 9 months to employed former participants and to employers to assess satisfaction with project services and present job status. Participants contracted at 1 month, 3 months, 6 months after placement.

OUTCOME TO DATE: As of May, 378 clients served; 11 completed training (welding class); 82 placed in jobs (34 nontraditional). 10 of 11 welders placed, but only one in welding.

PROGRESS/PROBLEMS: Bias against women in nontraditional jobs strong, hard to break into union apprentice programs. Shortness of length of training has been a problem.

REPLICATION ISSUES: Requires job development activity through direct contract with employers:

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
Brevard County Board of County Commissioners Office of Special Programs 2575 N. Courtney Parkway Merritt Island, Florida Leland Metcalf 305-452-9480	Work Opportunities for Women Brevard Community College Clearlake Road Cocoa, Florida Marianne Brown 305-632-1111

BRIEF PROJECT DESCRIPTION: Brevard Community College provides organized career counseling and vocational training for nontraditional employment for women in Brevard County. The vocational education programs are pre-existing at the college. The other training and counseling programs are being established specifically for this project.

MAJOR GOALS AND OBJECTIVES: To increase employment opportunities for women in nontraditional occupations by providing organized career counseling and vocational training, providing short-term classes, seminars, and workshops on site with business and industry and on-campus, placing 50% of participants into further certified skill training at the college, 25% in paid apprenticeship-internship programs in the county and facilitate 20% into the labor force. The remaining 5% will be individually counseled and individual programs designed for them.

ORGANIZATION: The program is administered by Brevard Community College, the subgrantee. An Advisory Council is planned to serve as the basis for establishing cooperative relationships, liaison and linkages with other manpower-related agencies. They have established a referral network with other social service agencies and belong to several professional organizations.

STAFFING: Program director (part-time, no staff responsibilities); program supervisor, program job coordinator, program vocational counselor (part-time), bookkeeper, faculty and student assistant (all part-time).

BUDGET:

Administration:	$ 33,673
Allowances:	104,476
Training:	33,807
Services:	28,035
	$199,991

$17,000 in local monies have been added.

RECRUITMENT PROCESS/CLIENT PROFILE: Ads are run on radio; flyers used; social service agency referrals; some drop-ins.

ACTIVITIES: Testing and interview comprise intake. 60 hour in-class intensive front-end career counseling. Vocational technical training entry at Brevard College (nontraditional jobs). Aprenticeship-internship program within Brevard County. Individual counseling as needed. Job related seminars and workshops for women. Classes in management techniques for underemployed women. Individualized counseling or testing to determine aptitudes and interests of women seeking upward mobility. Other services include child care, transportation allowances, medical services as required, special uniform or tool allowance, necessary OJT insurance. No follow-up unless there are problems.

OUTCOME TO DATE: 140 clients served. 18 completed training. 16 placed in jobs. 2 not employed and looking. 16 still at first placement.

PROGRESS/PROBLEMS: Project is getting good cooperation from business and college. Dropout rate is very low. Have had problems organizing the apprentice OJT program, and it is 50% completed. Advisory Council has been established, but WOW contracted 288 businesses by mail and visited 95. Are on schedule for training goals and have placed almost all of those completing training. Job placement program has had exemplary good results with vocational training due to counseling support structure.

REPLICATION ISSUES: Training facilities and equipment are required.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Autaugua, Elmore, Montgomery Manpower Consortium
Suite 320, 10 High St.
Montgomery, Alabama
Robert Smiley
205-834-6410

PROJECT
Displaced Homemaker Project
P.O. Box 11073,
Montgomery, Alabama
George Poston
205-288-7002 or 288-2906

BRIEF PROJECT DESCRIPTION: Coordinates many different service agencies in the region to emphasize exposure to nontraditional jobs for women. All clients spend 3 weeks at the Career Development Center where their needs and skills are assessed and where each develops a career plan and learns job search skills. Individual counseling and emotional and social support is provided. The next phase involves participation in either OJT, work experience, or direct placements with continued communication with the counseling staff.

MAJOR GOALS AND OBJECTIVES: The major goal is to enhance the clients' employability and to place them in meaningful jobs with career potential. Goal is to serve 120 with 75 entering employment.

ORGANIZATION: This program combines the prime sponsor delivery system with a subgrant to the Career Development Center, managed by the Link Foundation, a nonprofit institution which provides services for Manpower programs.

STAFFING: There is a project director and 2 job developer/employment counselors working full-time. The CDC component relies on the services of 7 consultants who contributed heavily to the program. The staff of the other components were paid by other than Title III monies.

BUDGET:

Career Development Center:	$183,569
OJT	13,050
Work Experience:	22,360
Support Services:	22,842
	$241,821

RECRUITMENT PROCESS/CLIENT PROFILE: An intensive outreach was done with brochures and communication with church groups, civic organizations and women's groups. In addition the employment service had the responsibility for informing potential participants. The majority of clients are black, with an average education of 10th grade.

ACTIVITIES: Intake is done at Employment Service along CETA guidelines. Following the career planning segment, the clients choose to participate in skill training: welding, auto mechanics or clerical work; OJT work experience or nonsubsidized placement. The supportive services are those available under Title I. Follow-up mail and house calls are conducted at 30 and 60 day intervals. They have begun a new system of follow-up by letter to the client once the client has a job.

OUTCOME TO DATE: 117 women have gone through the Career Development Center components. As of April 1977, 80 persons have been placed in employment (includes OJT and work experience)

PROGRESS/PROBLEMS: It is important that sufficient lead-up and staff training time is allowed so that the cooperating agencies can work out acceptable procedures of interaction.

REPLICATION ISSUES: Replication should be easy in any area where there are agencies such as these available.

DOCUMENTATION AVAILABLE: A final report will be available upon completion of the program.

DURATION OF GRANT: October 1, 1976 to October 6, 1977.

PRIME SPONSOR
CETA Manpower Administration
111 South Michigan
Saginaw, Michigan 48602
Joyce Dennison
517-793-4561

PROJECT
Chrysallis Center for Development of Human Potential: Saginaw County Women's Unit
Saginaw Valley State College
2250 Pierce Road
Saginaw, Michigan 48710
Rose Colliner
517-793-9800

BRIEF PROJECT DESCRIPTION: Program designed to provide support services for women enrolled in CETA Title I programs. This is done through counseling support groups which focus on personal and vocational issues.

MAJOR GOALS AND OBJECTIVES: To increase economic self-sufficiency of women through increased access to Title I programs. Goal is to serve 185 women and place 54 in employment.

ORGANIZATION: Chrysallis Center, an organization under the Department of Continuing Education at Saginaw Valley State College, subcontracts from CETA to run the Women's Unit as another CETA component for Title I participants.

STAFFING: One project coordinator, full-time. One workshop coordinator, full-time. Two part-time counselors. One part-time consulting psychologist. One part-time bookkeeper.

BUDGET:

Administration:	$ 21,580
Allowances:	2,978
Services	83,360
	$107,918

RECRUITMENT PROCESS/CLIENT PROFILE: Recruitment is from the Department of Social Services. Outreach by Chrysallis to attract women into the program was done as well as through local women's organizations, church groups and the local media.

ACTIVITIES: Intake done by other agencies which determine CETA Title I eligibility. Workshops, of 20-25 persons, include discussions, tapes, slides and guest speakers on these topics: women in nontraditional employment, legislation of special interest to women, the family, assertiveness training and job seeking skills. Inservice training for staff on similar issues is done as well. Counseling, group and individual, is the primary emphasis of the program. Telephone calls are made at 30, 60, and 90 day intervals. Follow-up counseling services will be available.

OUTCOME TO DATE: 70 served as of May, 1977.

PROGRESS/PROBLEMS: Problems occurred around the coordination and delivery of services among competing agencies. There were some difficulties finding the appropriate counselors.

REPLICATION ISSUES: Replication should be easy with experienced counselors. These supportive services are available to all women in Title I programs.

DOCUMENTATION AVAILABLE: Workshop materials will be available.

DURATION OF GRANT: October, 1976 to September, 1977.

PRIME SPONSOR
Lansing TriCounty Regional Manpower Consortium
1850 West Mt. Hope Avenue
Lansing, Michigan
Mike Quinn
517-487-0106

PROJECT
Female Head of Household Welfare Recipient Employment & Training Program
1850 West Mt. Hope Avenue
Lansing, Michigan
Pam Kibby
517-373-6954

BRIEF PROJECT DESCRIPTION: With an emphasis on training, the majority of participants attend the Capital Area Career Center (CACC) for vocational testing and career and goal assessments from 6 to 8 weeks. Then some go on for classroom training and others for OJT before they are placed in jobs.

MAJOR GOALS AND OBJECTIVES: To reduce financial dependency of the disadvantaged female head of household on welfare through training. To promote cooperation among manpower related agencies so as to minimize duplication and optimize impact of available resources. There are 45 OJT slot and 95 classroom slots available to ultimately serve 380 individuals.

ORGANIZATION: A coordinated effort of 4 agencies: 1) Department of Social Services, 2) Capital Area Career Center, 3) Classroom Training Coordination Unit at Lansing Community College, and 4) Greater Lansing Urban League with coordination responsibilities resting with the prime sponsor.

STAFFING: One OJT job developer at Urban League and 2 vocational evaluators at Captial Area Career Center are Title III paid. Other staff are paid by Title I.

BUDGET: Both Urban League and Community College segments utilize prior funding and don't need a large amount from Title III. An additional $161,392 comes from Title I.

Administration:	$ 20,034
Allowances:	11,628
Participant Fringe:	17,055
Training:	101,931
Services:	45,180
	$195,828

RECRUITMENT PROCESS/CLIENT PROFILE: Referrals done exclusively by the Department of Social Services. The majority of the clients range in age from 22-44, have a high school diploma, are white, and heads of their household.

ACTIVITIES: Informal intake interviews at Department of Social Services where the individual is directed towards one of the component programs. Vocational training is provided according to individual desires both in the classroom and also OJT. Classroom training can be in any of the fields offered by the College. OJT is anywhere between 4-14 weeks. All services of the Department of Social Services are provided. Counseling is done by the counselors of the Classroom Training Coordination Unit. Follow-up: regular 30, 60, 90 day telephone follow-up for those with employment. All others are followed up randomly.

OUTCOME TO DATE: As of April 1977, approximately 186 have been served and 86 have completed some segment.

PROGRESS/PROBLEMS: Initial difficulties with getting enough referrals from Department of Social Services. The job developer did not begin on schedule so there was some time lag initially in OJT placement. This led to the clients' participating in their own job developing.

REPLICATION ISSUES: Replication requires cooperation and linkages of several pre-existing agencies.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
City of Hammond--Mayor Edward Raskosky
Hammond CETA
5947 Hohman, Hammond, Indiana
Larry Steffle, Director
219-937-3750

PROJECT
Women's Achievement Program
7 Elizabeth St., Hammond, Indiana
Dani Hart, Project Director
219-931-1095

BRIEF PROJECT DESCRIPTION: A 9 day training program based on McClelland's concept of achievement motivation. The first week emphasizes the self through career testing, values clarification, achievement motivation, goal setting, sex role stereotyping, and assertiveness training. The second emphasized nontraditional job information, vocational guidance, job search skills, skills assessment and individual counseling. The staff and participants, in groups of 6 to 15, work on job development during the second week.

MAJOR GOALS AND OBJECTIVES: The major goal is to motivate women to achieve in the nontraditional (higher paying) job areas. The focus is on the internal barriers expressed by the individual women. Plan to serve 200 women.

ORGANIZATION: Operated by Hammond CETA.

STAFFING: The staff includes the project director, a job developer, 2 trainer-coaches, 1 administrative assistant and 1/4 time psychologist.

BUDGET:

CETA Administrative costs:	$ 18,719
Training:	83,737
Allowances:	36,800
Program Administration:	24,227
Services to clients:	34,596
	$198,078

RECRUITMENT PROCESS/CLIENT PROFILE: Recruitment includes advertisements in the Sunday newspaper as well as personal contacts by the Project Director to the staff of other social agencies. Word of mouth has been an effective recruitment mechanism as well. 68% of women are white, 48% are heads of households, 57% are between 22-44 years old. Lately, they have expanded to serve high school women.

ACTIVITIES: Intake is done by the administrative assistant. It includes careful screening by telephone to determine eligibility and then a personal interview with each potential client prior to sending them to the Employment Service to fill out CETA forms. After their selection, the women are given a Career Assessment Inventory, and 2 personality inventories prior to the actual training sessions. The activities focus on the psychological assessments with the aim of improving achievement motivation so that the client will be ready to start a job or a vocational training. The second focus is on job search skills, with group counseling an integral part. Day care and other support services are offered based on CETA Title I guidelines. Random telephone follow-up is made on program completers. Job development continues after the training sessions.

OUTCOME TO DATE: As of June, 1977, 80 persons have completed the training, 40 have been placed in jobs, and 39 are looking for jobs.

PROGRESS/PROBLEMS: Start-up problems caused the program to begin in January, 1977. The McClelland program was designed for middleclass men; changes in language and implementation were required. Although AFDC mothers were the planned target group, the project served very few because of allowance problems. Have invented a modification of TAT, the Women's Achievement Picture Test.

REPLICATION ISSUES: Close personal involvement by the staff and knowledge of the McClelland system are necessary.

DOCUMENTATION AVAILABLE: A final report will be made.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
Fort Wayne Area Consortium 650 City County Building, 1 Main St. Fort Wayne, Indiana Robert Speaks 219-423-7024	Displaced Homemaker's Project 227 E. Washington, Fort Wayne, Indiana Marilyn Schaab 291-423-7213

BRIEF PROJECT DESCRIPTION: This project involves pre-orientation to make displaced homemakers job ready so that they can go into other CETA training programs. Week 1 is exposure to CETA and the available programs. Orientation programs for weeks 2-6 are done by the YWCA where women attend workshops in job search skills, assertiveness training and other confidence building techniques.

MAJOR GOALS AND OBJECTIVES: To get women job ready and to provide extensive support services to facilitate this process. The goal is to serve at least 102 women.

ORGANIZATION: Special project is under supervision of the Associate Director of Operations for the prime sponsor. The YWCA operates the orientation program.

STAFFING: 3 counselors; 1 secretary; project director.

BUDGET:

Administration:	$ 36,063
Allowances:	24,564
Staff Salaries:	62,057
YWCA:	46,418
Other Services:	26,800
	$195,902

RECRUITMENT PROCESS/CLIENT PROFILE: Average client is 35 years old, white, nonhigh school graduate, no work experience, 4 kids, married 17-18 years. Referrals from community agencies and Indiana State Employment Service as well as media announcements.

ACTIVITIES: Intake: interviews done by the staff and also aptitude test administered by psychological testing agency. Emphasis is on job readiness preparation workshops and not vocational training. The workshops stress self-image, role playing, job interview situations, personal grooming, self-confidence, etc. Work experience available includes secretarial, maintenance, caseworkers assistant, costume design and welding. Other services: counseling is provided as other regular CETA social services. Follow-up: by other CETA counselors.

OUTCOME TO DATE: 59 served as of May, 1977; 48 in work experience programs.

PROGRESS/PROBLEMS: Progress has been good due to the close cooperation of the CETA components.

REPLICATION ISSUES: Replication should be easy.

DOCUMENTATION AVAILABLE: Brochures are available in both Spanish and English.

DURATION OF GRANT: January 1, 1977 to December 31, 1977.

PRIME SPONSOR	PROJECT
WOW Consortium 515 W. Moreland Boulevard Waukesha, Wisconsin Leonard F. Cors 414-544-8046	Women in Nontraditional Occupations 515 W. Moreland Boulevard Waukesha, Wisconsin Mary Sue Short 414-544-8046

BRIEF PROJECT DESCRIPTION: The project was established to train 24 women (especially heads of households and those at poverty level) in nontraditional machine industry skills. Activities include classroom training, pre-employment orientation, OJT, and counseling.

MAJOR GOALS AND OBJECTIVES: To provide marketable skills through quality training to 24 participants. As a result of this and through publicity, attempts to change employers' attitudes toward women in nontraditional roles. All trainees are expected to be hired at the end of the program.

ORGANIZATION: Operated by prime sponsor.

STAFFING: The chief manpower planner and two manpower coordinators (all part-time) operate the project. The CETA office provides clerical and other support as needed.

BUDGET:

Administration:	$ 4,395
Training Allowances:	15,315
Training Costs:	51,623
Support Services:	4,287
	$ 75,620

RECRUITMENT PROCESS/CLIENT PROFILE: All local CETA program staff refer clients. Referrals also from Sate Division of Vocational Rehabilitation and community women's organizations. Most of the clients served have been between 28 and 38 years of age. Many are on AFDC. 21 have been white, 4 have been Latino.

ACTIVITIES: Achievement tests in math and reading are administered by Vocational Schools. OJT is furnished by the local employers. Classroom training is provided by Milwaukee Area Technical College, Waukesha County Technical Institute, and Moraine Park Technical Institute using vocational school standards. Counseling, both personal and vocational, is coordinated from other sources. Child care costs are reimbursed. OJT employers submit monthly training reports on each trainee (training value, attendance). There is no follow-up on participants who place themselves in jobs.

OUTCOME TO DATE: 23 clients have completed classroom training. Of these, 6 are in OJT, 6 are looking for work or OJT and 7 are in unsubsidized jobs. 4 of the 7 jobs are traditional.

PROGRESS/PROBLEMS: The staff was overcommitted on other CETA programs; and therefore, felt the project has gotten insufficient attention at times.

REPLICATION ISSUES: Requires a labor market which can use machine industry skills.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Governor's Manpower Office
State of Minnesota
690 American Center Building
150 E. Kellogg Boulevard
St. Paul, Minnesota
Cal Finch
612-296-6056

PROJECT
NEW (Nontraditional Employment for Women
690 American Center Building
150 E. Kellogg Boulevard
St. Paul, Minnesota
Jim Froster, Program Manager for Special Programs
612-296-6056

BRIEF PROJECT DESCRIPTION: Program of upgraded OJT and classroom training for 96 women, to improve their wage and skill levels, and enable them to move into nontraditional occupations.

MAJOR GOALS AND OBJECTIVES: To place 74 women in upgraded nontraditional jobs; to fill 48 of their vacated positions with Title I referrals and to achieve cost/client of $1200.

ORGANIZATION: This program administered under regular CETA system of local "one stop" comprehensive employment and training centers throughout balance-of-state (BOS) region.

STAFFING: One "NEW" coordinator for BOS; and at each local center, the regular CETA staff: outreach interviewer, counselor, work experience coordinator and job developer.

BUDGET:

Administration:	$ 13,000
Allowances:	12,767
Training:	99,812
Services:	10,482
	$136,061

RECRUITMENT PROCESS/CLIENT PROFILE: Initially, CETA staff contracted local employers. Media attention and reputation produced increasing response; now women approach CETA frequently after job developer visited their places of work. Most clients usually unemployed, however.

ACTIVITIES: Regular CETA intake procedures including counselor assessment and tests as needed to determine appropriate goals (Stanford Achievement Test; General Aptitude Test Battery; Minnesota Importance Questionnaire; Kuder Preference Record). Classroom training in basic education or skill training by area schools, OJT by employer. Each client in OJT trained for a specific job. Vocational and personal counseling; as needed medical/dental, housing, child care; emergency food, clothing, tool equipment allowances. Standard CETA 30 and 150 day follow-up.

OUTCOME TO DATE: Per May 10, 65 have received training, 5 completed OJT; 3 have full-time jobs and 2 are trained and looking.

PROGRESS/PROBLEMS: When the first recruitment strategy failed, project designed successful media campaign. Underspent because OJTs less expensive than planned; late start. Unable to fill vacated positions with Title I referrals because slots are unattractive.

REPLICATION ISSUES: Utilizes standard CETA staff and resources. Probably works best in small businesses, less urban areas (such as this BOS region) where employers and job vacancies are visible to women on the job.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Marathon County Planning Office
427 4th Street
Wausau, Wisconsin
John Cook
715-845-6231

PROJECT
University of Wisconsin Extension
Women's Employment Opportunity Program
Marathon County Courthouse
Wausau, Wisconsin
Marge Jones
715-842-2141

BRIEF PROJECT DESCRIPTION: An approach to increasing the employability of women through job development, education, training, and counseling. 150 women will be served. Program concentrates on 2 tangible barriers to employment by providing alternative models to traditional child care service; and by exploring and testing alternatives toward more flexibility in time scheduling of jobs.

MAJOR GOALS AND OBJECTIVES: 10 women trained in nontraditional jobs (subsidized by CETA); 25 participants placed in split-shift positions; 30 women placed in unsubsidized nontraditional jobs; 100 women involved in career counseling; 40 women given assertiveness training; 40 women advised of their rights and proper appeals channels; 25 women assisted with complaints or referred to the appropriate agency.

ORGANIZATION: Project is subgrantee to prime sponsor. An Ad Hoc Citizen's Advisory Committee consists of representatives of client community, business, government, labor, and manpower service providers.

STAFFING: All part-time/flex-time positions averaging 20 hours per week, 1 administrator/program specialist; 1 program specialist; 4 counselor technicians; 1 secretary.

BUDGET: Some reallocation due 6/1. Have requested an extension; if accepted, figures will differ.

Administration:	$14,400
Allowances:	12,800
Training:	18,200
Services:	32,000
	$77,400

RECRUITMENT PROCESS/CLIENT PROFILE: All local media, and social service agencies used plus flyers, newsletters, posters, and self-selection. Client profile: economically disadvantaged and low-income women; and specific barriers, i.e.,age; heads of households; one third on public assistance.

ACTIVITIES: Intake: full job application detailing work experience, education, vocational training, interests, and aptitudes taken. Assessment process. Vocational Training: career counseling, classroom training in nontraditional jobs; assertiveness, and job readiness skills; working with full-time OJT placements, job sharing, split-level, and flex-time positions; job development secure position commitments from agencies and structure tasks to fit the shared partners; job placements made directly from program office to positions of all types in community. Other services: child care, transportation. CETA is handling follow-up.

OUTCOME TO DATE: As of May 31, 168 clients served; 80 terminated (58 positive, 22 negative); 37 placed in jobs.

PROGRESS/PROBLEMS: Major problem getting employers to accept shared time and flex-time placements. Target group not consistent with goals of flex-time and shared time placement. Lack of interest and opportunity in area for nontraditional employment. OJT commitment difficult. Over 50% are not job ready. Were able to establish job sharing in project office. Are achieving overall training and placement goals but not alternative schedule goals.

REPLICATION ISSUES: Need employers receptive to alternative schedules--both an active labor market and large population base.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: November 1, 1976 to September 30, 1977.

PRIME SPONSOR
Texas Panhandle Regional Planning Commission
P.O. Box 9257
Amarillo, Texas
Jim Wood
806-372-3381

PROJECT
Women Heads of Household
P.O. Box 32150
Amarillo, Texas
Johnny Raymond, Director of Manpower
806-372-2531

BRIEF PROJECT DESCRIPTION: The project provides classroom training and OJT for 185 women heads of households with dependent children under 18 in nontraditional occupatons in an 18 county area.

MAJOR GOALS AND OBJECTIVES: To obtain initial employment for its clients and to ensure them continued promotional opportunities. Clients are given basic allowances of $2.30 per hour during classroom training; $30/week incentive if on AFDC. OJT slots have been secured in the public and private sector for 8 to 26 week duration.

ORGANIZATION: The Texas Panhandle Regional Planning Commission serves administrative functions with the Texas Panhandle Community Action Corporation and the City of Amarillo as subcontracted service deliverers.

STAFFING: Project staff consists of 3 full-time coordinators and 1 full-time secretary.

BUDGET:

Administration:	$ 27,622
Allowances:	65,120
Wages:	13,050
Training:	130,130
Services:	86,560
	$322,482

RECRUITMENT PROCESS/CLIENT PROFILE: Clients are referred from Texas Rehabilitative Services, the Department of Public Welfare, the Texas Employment Commission and other service agencies. The average age of the clients has been 22 to 24. 50% are receiving public welfare benefits. 30% are black and 20% are Hispanic.

ACTIVITIES: A service delivery coordinator reveiws CETA application and interviews the client. Participant intake form is forwarded to the administrative unit for processing. A 3 week career orientation group and GED training and/or academic review is followed by classroom training, OJT, job development and job placement. Personal career and job related counseling are provided. Medical care, child care, residential support and transportation allowances are available; follow-up evaluations are conducted every 30 days for the first 90 days after placement.

OUTCOME TO DATE: As of June 27, 94 clients had been served. 26 have completed training and have been placed in unsubsidized employment. 9 of the jobs are full-time unsubsidized. 15 clients in OJT, 10 referred to other agencies or community sources for continuation of training; 69% poverty closure.

PROGRESS/PROBLEMS: It has been difficult to access transportation and there are no 24-hour day care facilities available. The project has been overspending on support services and is short on OJT funds. In addition, private businesses do not seem totally prepared to accept women in nontraditional roles.

REPLICATION ISSUES: Can be replicated by any prime sponsor.

DOCUMENTATION AVAILABLE: The Regional Planning Commission is providing a brochure and a complete analysis of project activities.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Manpower Resources Office
103 North Main
Independence, Missouri
Robert Rosen
816-836-8666

PROJECT
Women Employable
University of Missouri, Truman Campus
600 West Mechanic
Independence, Missouri
Jo Ellen Lightle/Ruth Margolin
816-254-8739 or 816-276-1442

BRIEF PROJECT DESCRIPTION: 45 women are to be trained as paraprofessional group leaders. This involves 80 hours of training in vocational awareness and group leadership. In teams of 3 they will run outreach workshops in the community to inform other women about job search skills, and vocational opportunities. The paraprofessional-run workshop component is for 40 hours of subsidized work. It is planned that this procedure will train 200 women.

MAJOR GOALS AND OBJECTIVES: Objective is to provide training to participants so that they gain skills, abilities, and knowledge to take control over their lives. The emphasis is on attaining vocational readiness.

ORGANIZATION: Run by Women's Resource Bureau of University of Missouri, Kansas City-Truman Campus.

STAFFING: Project director (paid by university), coordinator (part-time), counselor (full-time);secretary (full-time).

BUDGET:

Administration:	$14,383
Allowances:	33,120
Fringe:	331
Training:	14,106
Services:	14,107
	$76,047

RECRUITMENT PROCESS/CLIENT PROFILE: Referrals by various city agencies to the Missouri Job Service (MJS) which then refers the participants to the Women's Resource Bureau. Media ads important, too. Most clients are divorced and age range is 25-35 years.

ACTIVITIES: Intake by MJS. Applicant is then personally interviewed by the program staff. 80 hours of paraprofessional group leadership training workshops. The trained leaders will then duplicate training at satellite stations for participants who will attend 10 hours a week training for 8 weeks. The leaders receive an allowance but the participants do not. It is intended that the 45 leadership slots will be filled from the ranks of participants. Job development conducted by staff, leaders and participants. CETA support services available. 10th, 18th, 28th, 38th, 48th week contacted for progress reports in person when possible.

OUTCOME TO DATE: 71 served; 37 trained as leaders; 34 in workshops.

PROGRESS/PROBLEMS: Project can only serve CETA eligibles and had some difficulties attracting women to an advocate/assertiveness training program. There were some problems in terms of commitment by the participants who were not receiving an allowance.

REPLICATION ISSUES: Should be replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: September 3, 1976 to September 2, 1977.

PRIME SPONSOR	PROJECT
South Dakota Balance of State Capital Lake Plaza Pierre, South Dakota Polly Penny 605-224-3101	Nontraditional Jobs for Women 409 South 2nd Avenue, Box 1294 Sioux Falls, South Dakota Mary Fran Flood 605-339-6575

BRIEF PROJECT DESCRIPTION: Program develops awareness of women's potential and encourages job options for women in a variety of nontraditional fields with a special emphasis on skilled trade and craft related areas. It aids women in securing places in apprenticeships or apprentice-like positions.

MAJOR GOALS AND OBJECTIVES: To enhance the economic self-sufficiency of the South Dakota female population through entrance into well-paying employment. To increase public awareness of nontraditional employment for women. To place 35 into unsubsidized employment in nontraditional jobs with 50% retention rate after one year.

ORGANIZATION: Operated by BOS prime sponsor, the South Dakota Department of Labor. Work closely with WIN program.

STAFFING: Full-time program coordinator; part-time counselor and clerical worker.

BUDGET:

Administration:	$ 18,650
Allowances:	12,000
Wages & Fringes:	12,600
Training:	13,000
Services:	43,750
	$100,000

RECRUITMENT PROCESS/CLIENT PROFILE: Professional ad agency ran media campaign. Referrals from other CETA Titles and from women's groups. Clients mostly 19-44 years old, high school graduates, and unemployed.

ACTIVITIES: Background and experience assessed to determine apprenticeship eligibility and appropriateness of goals. OJT, classroom training and work experience. Dates of apprenticeship testing are kept, and participants referred to apprenticeship boards. Child care, transportation, medical, counseling are also provided. Weekly group sessions to discuss work situations. Employer awareness groups to determine concerns and approaches to women in nontraditional employment. Follow-up: interviews with participants after employment interviews to determine next step. Phone contact with employers after referral. 30, 60, 90, days and 1 year follow-up.

OUTCOME TO DATE: As of May, 1977, 34 clients served, 19 completed training, 10 placed.

PROGRESS/PROBLEMS: Difficult to identify CETA eligible women who are motivated to enter nontraditional jobs. Local drought has narrowed apprenticeship market significantly. Many women need longer training (18 months to 2 years) in order to become competitive for apprenticeships and apprentice-like positions. Strong sex stereotypes held by employers, women and general public.

REPLICATION ISSUES: Replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Standard reporting forms and narrative quarterly reports.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Boulder County Employment and Training Administration
2750 Spruce Street
Boulder, Colorado
Dick Rautio
303-441-3985

PROJECT
Reapplication Skills
1408 Pine Street
Boulder, Colorado
Clare Largesse
303-447-9675

BRIEF PROJECT DESCRIPTION: This project provides support, training, placement and follow-up to women who have been excluded from the labor market. Job ready women will receive career evaluation assistance and individual counseling as well as job placement assistance. Another 20 women, through training, work experience, workshops and OJT will learn to reapply old skills and/or develop some new ones with more marketability. Finally 30 women, many with only household or traditional skills, will receive training and work experience so they can establish small businesses.

MAJOR GOALS AND OBJECTIVES: To increase women's employability by turning present skills into marketable ones and to help women become self-sufficient. Goal is to serve 150 and place 102 in unsubsidized employment. 100 women get job placement assistance, 20 women receive work experience and OJT in management or personnel and 30 in small businesses.

ORGANIZATION: Subgrant to Women's Resource Center, a nonprofit community and employment center.

STAFFING: 4 full-time staff: Project Director and 3 counselors/job developers. One part-time bilingual outreach worker. One client in OJT does peer counseling, 1 in work experience is the office manager, several volunteers do follow-up and supportive counseling.

BUDGET:

Administration:	$ 23,811
Allowances:	16,729
Wages & Fringe Benefits:	57,827
Services:	46,383

RECRUITMENT PROCESS/CLIENT PROFILE: Project Director wrote a modification to the grant to channel more money to the participants as wages rather than as support dollars from the government so that they could choose independently how to spend their money. Recruitment included media announcements, door to door flyers and word of mouth. The client population includes displaced homemakers over 40 and single parents.

ACTIVITIES: Intake included an individual interview and a 2-1/2 day evaluation clinic during which time the women were tested with vocational interest tests. In addition to work experience, clients participate in any of 2 types of training: personnel management training by staff consultant and Colorado Economic Development Association. The evaluation clinics were provided by staff with a consultant from the career placement center at the University of Colorado. Counseling is an integral part of the program. Day care and transportation is provided through arrangements with other agencies. Follow-up: after 1 week, a phone call; after 1 month, a phone call or interview. The need for a formal follow-up outreach has been diminished by the clients active contact with the Women's Resource Center.

OUTCOME TO DATE: As of May, 1977, 144 enrolled, 47 in employment.

PROGRESS/PROBLEMS: Insuffient staff to engage in a needed massive employer education program. Availability of new PSE slots enabled many women to be placed in same field after work experience.

REPLICATION ISSUES: Replication requires a staff with a conviction that women already have the skills and capabilities and that the task of the program is to rechannel them and to provide emotional and financial support during the transition period.

DOCUMENTATION AVAILABLE: A final report will be available.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
Marin County Manpower Department Civic Center San Rafael, California Dennis Brown 415-924-8220	Women's Way 412 Red Hill Avenue San Anselmo, California Jacqueline Kelly 415-453-4490 or 415-454-4070

BRIEF PROJECT DESCRIPTION: An open-entry, open-exit program including ongoing counseling support groups and career skills workshops while the clients observe at several different work sites and gain firsthand experience about those jobs. Following this prevocational experience they are encouraged to go into Title I training programs, school or into the job market.

MAJOR GOALS AND OBJECTIVES: In addition to providing women job search skills and familiarity with possibile job options, the program intends to improve the quality and quantity of employment possibilities available to women through significant public relations and job development efforts.

ORGANIZATION: Women's Way, a non-profit educational organization for women has subcontracted from the prime sponsor.

STAFFING: 3 people sharing 2 jobs; 2 coordinators and 1 program assistant as well as 4 part-time volunteers who do job development work.

BUDGET:

Administration:	$ 2,900
Personnel:	27,265
Non-Personnel:	2,460
	$32,625

RECRUITMENT PROCESS/CLIENT PROFILE: Word of mouth and referrals from various community agencies including CETA Title I and the local community college. Most are white single mothers, age 30-55.

ACTIVITIES: Intake interviews with staff determine motivation and need. Use of STRONG, Kuder and Self-Directed Search Tests. Then participates in individual counseling, support groups and career workshops. Vocatonal training: while client is on her work site experience, the employer exposes her to as many aspects of the job as possible. Other services: counseling is provided. Follow-up: at 30-60 day intervals phone contact is made.

OUTCOME TO DATE: 75 served as of June 30, 1977.

PROGRESS/PROBLEMS: Initial problems centered around the incorporaton of a new program into an ongoing agency. Staffing uncertainties had to be resolved before the program could progress as expected. More women than anticipated want employment instead of Title I training.

REPLICATION ISSUES: Should be replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Individual pamphlets on the skill training materials will be prepared in conjunction with a final report.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
Santa Clara Employment & Training Agency	Project Esperanza
1420 Koll Circle	1415 Koll Circle, Suite 105
San Jose, California	San Jose, California
Dino Pecararo	Esther Medina Gonzalez
408-277-4277	408-287-5230

BRIEF PROJECT DESCRIPTION: Project Esperanza serves female offenders on work release, alternative sentencing, probation or parole. There are three components: (1) 2 week job readiness workshops for women with marketable skills, (2) intensive vocational training in integrated circuit layout and electronic technician, and (3) "therapeutic residence" for women and their children.

MAJOR GOALS AND OBJECTIVES: Objective is to serve 135 women through vocational skills assessment and vocational readiness classes. To place 40 women in electronics and Integrated Circuit program and to provide residential supportive services for 40 women and their children.

ORGANIZATION: Women's Program Unit of Economic and Social Opportunities (ESO), the local community action agency, runs the program. There are two advisory boards which contribute in-kind services and promises of jobs to the trainees.

STAFFING: Project director (10% paid by grant), assistant project director (not paid by grant), job developer, employment specialist, vocational counselor, secretary. The residence coordinator and 3 counselors for the residence are under consulting contracts.

BUDGET:

Administration:	$ 30,501
Allowances:	58,450
Training:	50,000
Service Costs:	91,089
	$230,000

RECRUITMENT PROCESS/CLIENT PROFILE: Recruitment was done through the media and coordination with community groups and Department of Social Services, Department of Rehabilitation, etc. Released offenders may submit applications. Referrals have been less than expected from the local correctional institutions. They have an intensive and selective screening process. The average client age is 35. She has several children, a 10th grade education, 50% white, 40% Spanish speaking, 10% black.

ACTIVITIES: Intake by the Women's Unit and consists of a needs assessment which determines degree and type of supportive services. Job readiness training: a 2-week intensive course for women with skills and given 3 times a week to those in vocational training course. Vocational training in integrated circuit layout design and electronics technician. Job placement is provided for those who complete the 2 week course and for those in vocational training. Extensive counseling is provided. Housing for 40 women is available on a selection basis. There are emergency food and housing vouchers. Transportation, legal and medical services available through referrals. Standard CETA follow-up at 30, 60, 90 days. Long-term follow-up to be conducted by prime sponsor at one year intervals.

OUTCOME TO DATE: 53 screened; 15 in vocational training; 15 completed 2 week job readiness.

PROGRESS/PROBLEMS: Some local correctional officials have been reluctant to refer clients. They are somewhat behind in goal achievement but that is attributable to the initial difficulties securing referrals and also to their extremely selective selection process.

REPLICATION ISSUES: Should be replicable by any prime sponsor. The type of vocational training offered should be geared to local economics.

DOCUMENTATION AVAILABLE: Standard report forms.

DURATION OF GRANT: January 1, 1977 to December 31, 1977.

HANDICAPPED

PRIME SPONSOR
Somerset County
661 East High St., Somerville, N.J.
Robert Mohlenhoff
201-725-4700 x 300

PROJECT
Program for Mentally and Physically Handicapped
661 East High St., Somerville, N.J.
Olga Herbeck
201-725-4700 x 216

BRIEF PROJECT DESCRIPTION: The project provides job placement services, work experience, OJT job opportunities, counseling, training, transportation, and other support services to the mentally, physically and emotionally handicapped and disabled veterans. In addition a Somerset County Rehabilitation Committee has been formed to coordinate services to the handicapped and thus eliminate duplication of effort.

MAJOR GOALS AND OBJECTIVES: To service 200 of the target population and place 80 in meaningful, stable jobs; to provide assistance and enable industry to conform to affirmative action legislation and to demonstrate to industry and the community that handicapped can and should be encouraged to compete for "regular" job situations.

ORGANIZATION: Operates as an integral unit within CETA. The activities of 5 participating agencies are coordinated and supervised by the CETA staff.

STAFFING: Fully funded by Title III: 1 job developer, 1 statistician, 1 senior rehabilitation counselor, 1 clerical aide, 4 rehab placement counselors, 1 mental health aide. Under transportation, partially fund a transportation director and dispatcher and 1 secretary is fully funded. Van drivers are paid on an hourly basis.

BUDGET:

Administration:	$ 43,000
Allowances:	9,159
Wages & Fringes:	57,399
Training:	25,033
Services:	265,409
	$400,000

RECRUITMENT PROCESS/CLIENT PROFILE: The Division of Vocational Rehabilitation seeks referrals from agencies, hospitals, schools and community organizations. Other participation agencies receive referrals from DVR according to specific disability classification and needs of participants. In addition CETA and each participating agency do outreach. Population served has been approximately the same for each agency.

ACTIVITIES: The initial intake and assessment is done by DVR to determine eligibility and need of participants. In addition to CETA eligibility requirements, eligibility is based upon the presence of physical or mental disability including alcoholism, the existence of a handicap to employment resulting from the disability and a reasonable expectation that participation will result in competitive employment within one year. The project provides classroom training, OJT, job development and work experience and job placement services. Each client receives intensive job counseling, personal psychiatric counseling transportation and other support services as needed. Clients are contacted every 2 weeks for the first 60 days after placement and once a month thereafter. Regular contact is made with employers to establish their employment needs and maintain a continuing job bank.

OUTCOME TO DATE: 274 clients have been served to date. Of these, 63 have been placed in full-time jobs; 52 are still at their first placement.

PROGRESS/PROBLEMS: Because the federal grant was late in being received, the implementation of the activities was delayed. Difficulties arose in coordinating the activities of the 5 agencies because prior to the grant there was little or no communication between existing agencies. It also became necessary for each agency to work within the framework of CETA guidelines to affect placement. As the program has progressed, the lines of communication and cooperation have greatly improved.

REPLICATION ISSUES: Projects working with handicapped require excellent job developers who can create attitude changes among potential employers. Orientation of the cooperating agencies to CETA and an implementation of a job bank are necessary.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Area Manpower Planning Council
1317 Filbert Street, 7th floor
Philadelphia, Pennsylvania
Toni Neri
215-686-6381

PROJECT
Program for Vocational Evaluation and Skills Training for the Mentally Handicapped
1317 Filbert Street, 7th floor
Philadelphia, Pennsylvania
Hugh Ferguson
215-686-2103

BRIEF PROJECT DESCRIPTION: The project provides the full spectrum of employment services to an estimated 160 mentally handicapped persons.

MAJOR GOALS AND OBJECTIVES: To assist participants to obtain and retain gainful, unsubsidized employment. To eliminate need for potential residential care and/or public dependence. To eliminate artificial barriers to employment of mentally handicapped and demonstrate potential work force. To effect a healthy match of workers and jobs with specific skill requirements.

ORGANIZATION: Prime sponsor to provide administrative support and monitor and evaluate overall program. Three subcontractors: Elwyn West Rehab Center, Philadelphia Association for Retarded Citizens and Jewish Employment and Vocational Services provide manpower activities and services to clients; also, provide classroom (skill instruction and conduct work experience activities.

STAFFING: Full-time staff: 3 job developers, 1 employer relations specialist.

BUDGET:

Staff Wages:	$128,684
Administrative:	24,172
Client Assessment:	79,632
Client Training & Service:	117,800
	$350,288

RECRUITMENT PROCESS/CLIENT PROFILE: Clients recruited from area treatment facilities serving mentally handicapped, some from third party referrals and some from waiting lists of three subcontractors. Clients are 18 and over, middle to moderately handicapped and under/unemployed.

ACTIVITIES: Battery of vocational and psychological tests. Subcontractors have developed these tests; and methods and techniques vary among them. PARC primarily responsible for placement. Vocational assessment and skills training primarily centered in JEVS and Elwyn. Individual and group counseling, crisis intervention, classroom training, job placement and psychiatric and medical exams are provided. Also, transportation provided when necessary. Follow-up activities will be by phone, letter and visits at intervals of two weeks, one month, 2 months, and one year. Clients and employers will be encouraged to use follow-up services on an ongoing basis in a specially designed orientation meeting. Tenure and employer/employee satisfaction is the primary concern of follow-up.

OUTCOME TO DATE: As of April 30, 1977: 94 clients involved in assessment and training programs. Two clients have been placed in full-time jobs. Additional 22 looking for jobs.

PROGRESS/PROBLEMS: Access to resources is very good. Some clients were eliminated as being unrehabilitatable. Project monitor sees original placement goal (90) as being difficult.

REPLICATION ISSUES: Would be replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: A complete evaluation of each program will be provided at end of program by joint effort of subcontractors and prime sponsor.

DURATION OF GRANT: January 1, 1977 to December 31, 1977.

PRIME SPONSOR	PROJECT
Baltimore Manpower Consortium 701 St. Paul St., #105, Baltimore, MD Mrs. Marion W. Pines, Director 301-396-3392	Manpower Services for the Handicapped 701 St. Paul St., #105, Baltimore, MD Miss Donna Anderson 301-396-3394

BRIEF PROJECT DESCRIPTION: 88 individuals (particularly disabled veterans) offered training workshops and subsidized OJT with a plan to progress to unsubsidized employment in the private sector. Emphasis is on improving clients' skills and self-esteem.

MAJOR GOALS AND OBJECTIVES: To improve employers' hiring practices; utilize to the fullest clients' skills and interests; provide work experience opportunity reinforced by manpower support services; provide a demonstrated work record for individuals.

ORGANIZATION: Project is administered by prime sponsor with additional funds from Title I, prime sponsor will also evaluate project's effectiveness and provide complete documentation on project's history. Vocational Rehabilitation Office will provide many support services and house 2 generalists.

STAFFING: Full-time project director in prime sponsor's office, paid by Title I funds; also clerical staff. Two full-time generalists were hired with Title III funds.

BUDGET:

Administration:	$ 31,940
Client Wages & Benefits:	264,638
OJT Training:	20,592
Services:	31,409
	$348,579

Reduced actual costs of administration and support services was reprogrammed to client wages and fringe benefits line item, resulting in potential additional 20 clients to enroll in program and time extension of 90 days. Has been approved.

RECRUITMENT PROCESS/CLIENT PROFILE: Referrals from Department of Vocational Rehabilitation (DVR), Department of Education, 2 local hospitals specializing in rehabilitation medicine. Clients 18 years plus, 5th grade functional level or more; completed vocational and/or educational training with 6 months prior to enrollment, or a person with skills and/or experience with unsuccessful job search. Clients must be CETA eligible, handicap must be "stabilized" (no significant ongoing treatment needed).

ACTIVITIES: 2-week intensive workshop to fit skills with job worksite and acquaint participants with their generalist and supervisor. Placement is in subsidized work experience job slots where realistic work pressures exist. Skills are enhanced and work attitudes and habits improved. Most clients will remain in these slots throughout the project. Job-related workshops to improve search techniques, alter negative attitudes, share learning experiences and set realistic and appropriate goals are given at regular intervals of the program year. Also, a pre/post employment questionnaire will be administered to the employee in 1st week and at end of employment workshop. Worksite supervisors are required to attend a 3-hour pre-employment seminar after the 1st week of pre-employment workshop but prior to clients placement in subsidized work experience to discuss scope of program and responsibilities of work supervisor (employer orientation program). Also, quarterly progress reports are submitted by worksite supervisors to generalists/ project director.

OUTCOME TO DATE: As of June 28, 1977, 88 clients enrolled in subsidized work experience, 4 direct full-time placements and 12 more clients ready for unsubsidized job placement. 1 unsubsized OJT; 18 terminations--of these 17 placed in full-time jobs.

PROGRESS/PROBLEMS: More referrals than program could handle.

REPLICATION ISSUES: Replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to December 31,1977.

PRIME SPONSOR
Governor's Manpower Office
5790A-McCorkle Avenue, S.E.
Charleston, West Virginia
Mr. Henderson, Acting Director
304-348-5920

PROJECT
HELP, Governor's Manpower Office
5790A-McCorkle Avenue, S.
Charleston, West Virginia
Ms. Jean Gibson
304-348-5920

BRIEF PROJECT DESCRIPTION: Project is a Work Experience/OJT program to provide 88 physically or mentally handicapped persons with skill training through work experience progams and to place an estimated 68 of these clients in subsidized OJT with the promise of full-time employment at the end of OJT through contract negotiated with OJT employer. Employers in private industry and private nonprofit business sector.

MAJOR GOALS AND OBJECTIVES: Acquisition of knowledge and skills; enhanced self-esteem; maximization of abilities; general education and enhanced social awareness of employers and local community; enhanced coordination between DOL CETA programs and HEW activities. 68 planned placements, minimum.

ORGANIZATION: Department of Employment Security responsible for certification of eligibility, selection, training, referrals and follow-up. Prime sponsor will provide administrative services and technical assistance. State Employment Service, Department of Vocational Education to provide support services, contacts with local employers.

STAFFING: Project director (full-time) is on the Governor's Manpower Staff and paid by Title I funds. Counselors staff of Division of Vocational Education/Vocational Rehabilitation paid by agencies. Counselors are part-time on this project.

BUDGET: Presently negotiating modification to reduce administration and increase other line items.

Administration:	$ 11,179
Participant Wages and Benefits:	150,646
OJT Training/ Support Services:	37,400
(at $55 per client)	$199,225

RECRUITMENT PROCESS/CLIENT PROFILE: Must be a current Department of Vocational Rehabilitation case. Presence of severe physical or mental handicap, such as legally blind, para/quadriplegic, amputee disabled veterans; clients are 18-65, predominantly white, most with high school education; under/unemployed. DVR and ES determine eligibility.

ACTIVITIES: Vocation diagnostic interview; general and specialized medical exam; psychological tests; situational work testing, school records and transcripts studied. Vocational training has usually been completed at DVR by the time of enrollment. DVR and prime sponsor determine work experience sponsors. Employment Security negotiates permanent employment contract with OJT employers. Emphasis primarily on job-related counseling by DVR staff, but personal, financial, etc. counseling available if needed. DVR also provides tools, transportation, day care, restructuring of worksite when necessary. DVR keeps open file for 60 days responding to any problems that come up. At end of 60 days, project director begins 90 day evaluative study of client's progress, noting success of placement, vocational compatability, salary, client's attitude to job and employment, in general, and employer's satisfaction.

OUTCOME TO DATE: As of June, 1977 93 clients have been served, with 82 placed in work experience and 11 terminations.

PROGRESS/PROBLEMS: Project Director would like to see program modified to allow client to bypass work experience training and go directly into OJT program. Placement of some clients in OJT is imminent.

REPLICATION ISSUES: Should be replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
State of Delaware Intergovernmental Manpower Service 701 Shipley Street Wilmington, Delaware Mr. Alex Kupjerman	Delaware Employment Program for the Handicapped 701 Shipley Street, 5th Floor Wilmington, Delaware Mrs. Phyllis Winokur

BRIEF PROJECT DESCRIPTION: Employment and training program to serve carefully selected handicapped clients who cannot find satisfactory employment on their own but who can be placed in satisfactory jobs quickly with minimal coordinated quality counseling, medical services, training and placement.

MAJOR GOALS AND OBJECTIVES: Eliminate or materially reduce traditional barriers to employment; place 326 clients in competitive employment in 1977; provide job profile for clients to enhance chances of employability.

ORGANIZATION: Prime sponsor provides overall administration and clerical staff. Participating agencies are Employment Services, Department of Vocational Rehabilitation, Bureau for the Visually Impaired, and CETA training and counseling facilities.

STAFFING: 1 60% project coordinator (Title I funds) - overall administrator; 3 full-time employment interviewers from Division of Employment Security; 1 full-time employment counselor to coordinate efforts of 3 employment interviewers. Division of Employment Security provides extra staff with their own funds when needed. DVR provides 40 counselors free of charge.

BUDGET:

Direct case service funds: (at 625 x 442 clients)	$276,366
Salaries for 3 DES interviewers:	46,548
Fringe:	7,132
Salary for 1 DES employment counselor:	17,304
Fringe:	2,650
	$350,000

RECRUITMENT PROCESS/CLIENT PROFILE: Existing caseloads of DVR, BVI and VA. Clients aged 18-64, less severely handicapped, under/unemployed, most likely to respond to short-term training and be placed in competitive employment within 12-month program period.

ACTIVITIES: Interview, medical and psycholoigical testing and evaluation, physical restoration determined and begun immediately. Identify and develop personal employability profile; make accessible training programs of CETA Title I for skills development. Seek placement in permanent positions with OJT provided. Health care and transportation provided. Ongoing counseling with emphasis on self-sufficiency of client. Clients followed closely for 2 months to ease transition and stress support services. If placement is unsuccessful, client is referred back to Employment Services job develoment and placement program.

OUTCOME TO DATE: As of June, 1977, 599 clients in job development program. 195 have entered employment.

PROGRESS/PROBLEMS: Many clients referred did not have good job histories or their motivation was misjudged. Program caseload resulted in need for more staff. Project anticipates it will exceed its goals by serving 620 clients.

REPLICATION ISSUES: Replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Governor's Manpower Council
P.O. Box 1358
Richmond, Virginia
George Scherer
804-786-1201

PROJECT
Work Experience Project
Commission for Visually Handicapped
3003 Parkwood Avenue
Richmond, Virginia
Al Fritter and Hugh Scott
804-786-2181

BRIEF PROJECT DESCRIPTION: Project is designed to place 10 blind clients in subsidized OJT in competitive level nonprofit agencies. Counseling high priority to develop skill compatability with job; support services include physical and mental restoration, interpreter services, mobility instruction. Employer expected to keep clients in job at end of subsidized program.

MAJOR GOALS AND OBJECTIVES: To overcome traditional barriers to employment; to utilize state agencies and CETA structure to employ clients rather than individual referral approach.

ORGANIZATION: Counselors from Virginia Commission for Visually Handicapped (VCVH) run program; Governor's Manpower Council oversees and administers.

STAFFING: Prime sponsor provides project managers; VCVH provides 6 counselors; heavy support from state rehabilitation agencies.

BUDGET:

Entry Level Salaries: (10 slots)	$69,800
Fringe Benefits:	8,200
	$78,000

RECRUITMENT PROCESS/CLIENT PROFILE: Referrals from current VCVH caseload; blind, CETA eligible; working age; all levels of education; 7 white, 1 black, determined ready for employment or OJT experience.

ACTIVITIES: Diagnostic, evaluative assessment; general medical and eye exam; hearing screening; this carried out by Virginia Rehabilitation Center for Blind. Clients will go through preparatory mental/physical restoration and counseling; then be placed in OJT-type component with salary paid out of CETA funds. Support services include some physical restoration, books, tools, maintenance; transportation; occupational licenses; sensory aides and devices; high priority on counseling and guidance. Counseling; crisis intervention; monthly reports required from employers; support to employers and clients by Commission counselors.

OUTCOME TO DATE: 9 clients placed in OJT with one voluntary termination as of May, 1977.

PROGRESS/PROBLEMS: Slow start-up placing clients in strictly private nonprofit; since amended to public nonprofit organizations. Generally, job availability has been a problem.

REPLICATION ISSUES: Should be replicable anywhere.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: November 1, 1976 to October 31, 1977. Expect to receive extension to December.

PRIME SPONSOR
Birmingham Area Manpower Consortium
720 19th Street, North
Birmingham, Alabama
Howard Melton
205-254-2405

PROJECT
PHASE
621 18th Street South
Birmingham, Alabama
Lyn Munroe
205-933-7201

BRIEF PROJECT DESCRIPTION: This project recruits, assesses and places moderately to severely handicapped persons in OJT, sheltered workshop employment and nonsubsidized employment. A nine month training program in computer programming along with individualized vocational training is also offered.

MAJOR GOALS AND OBJECTIVES: To outreach, recruit, enroll, train, and place in unsubsidized employment physically and mentally handicapped individuals. Goal is to extend services to qualified persons who are not receiving assistance from Department of Vocational Rehabilitation (DVR). Services will be extended to 275 clients with 85 being referred to regular DVR caseloads at project end. It was intended that a number of clients would be recruited via use of 2 mobile referral and assessment units. The units could not be bought due to manufacturing problems. 122 out of 275 to be placed in nonsubsidized competitive jobs. 100 OJT slots, 40 direct placement, 20 sheltered employment, 15 computer programming class, 15 referrals to individual vocational training.

ORGANIZATION: DVR is the subcontractee so all administrative staff is housed at DVR and programmatic management is under the vocational area supervisor.

STAFFING: 8 full-time, 1 part-time persons including director and assistant, counselor/evaluators, placement specialists and van drivers.

BUDGET:

Administration:	$ 46,182
Allowances:	36,180
Training:	86,821
Services:	120,817
CETA costs:	10,000
	$300,000

RECRUITMENT PROCESS/CLIENT PROFILE: Each case will be an active DVR case. Referrals come from Employment Service, Community Action Agency, Urban League, and direct community recruitment.

ACTIVITIES: McCarren Dial Evaluation System and Volpar Evaluation Series used for intake assessments. Vocational training in the classroom for 15 clients in computer programming, 100 OJT slots and 15 individual referrals. Counseling is regularly provided and other services are provided as needed, include day care, medical and transportation. Weekly follow-up during training and at 30, 60, 90 day intervals thereafter.

OUTCOME TO DATE: 145 served; 15 completed training; 5 indirect placement; 17 currently employed.

PROGRESS/PROBLEMS: Financial renegotiations resulted in loss of mobile assessment units. There was some trouble staffing the project so it was late in starting. Progress has been good since the Project Director was hired.

REPLICATION ISSUES: Should be adaptable to any major city area with an active DVR.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977. Project being transitioned to CETA Title I program October 1, 1977.

PRIME SPONSOR
Alamance County Board of Commissioners
124 W. Elm Street
Graham, North Carolina
Cora Gibson
919-228-0574

PROJECT
Vocational Trades of Alamance, Inc.
1212 Turrentine Street
Burlington, North Carolina
James Durhan, Project Director
919-226-0226

BRIEF PROJECT DESCRIPTION: Project provides job training and employment opportunities to handicapped residents of Alamance County. Clients receive unemployment and work adjustment assistance; vocational counseling and job placement services in a city and on a farm.

MAJOR GOALS AND OBJECTIVES: Increase client employability and economic self-sufficiency; provide training and job placement in local growth industries (maintenance, upholstery, woodworking and agriculture).

ORGANIZATION: Alamance County CETA, Alamance County Government (Finance Office) and the Alamance-Casewell Area Mental Health Program administer the project. The latter is parent organization of Vocational Trades of Alamance, Inc.

STAFFING: 1 farm coordinator, 1 secretary, 4 instructors, 2 instructor's aides, 1 driver.

BUDGET:

Administration Allowances:	$ 18,035
Allowances:	167,440
Training:	43,799
Services:	17,200
	$246,474

RECRUITMENT PROCESS/CLIENT PROFILE: Referrals made by the Department of Vocational Rehabilitation (DVR) and the Employment Security Commission (ESC). Local news media also solicit potential clients. Counselors certify clients and assign eligibles to program activities. Participant eligibility determined by DOL criteria. Client profile data not available.

ACTIVITIES: Employment histories taken; achievement, bi-manual dexterity and personality batteries administered. Agricultural, woodwork, maintenance and upholstery courses taught at Damascus Center; vocational counseling is provided at both sites. Prior to graduation, student CETA staff and VTA project personnel discuss and secure job placement for client. Transportation to training site, personal counseling. Follow-ups are 30, 90, 180 days after termination. Information on employment status, salary, adjustment and general attitude gathered. All placements are confirmed through client/ counselor contact. Clients unable to find employment are placed on Extended Employment with VTA and receive hourly wages.

OUTCOME TO DATE: 45 clients served with no placements as of April, 1977.

PROGRESS/PROBLEMS: Transportation for clients to medical appointments has been more expensive than planned, so some funds were shifted.

REPLICATION ISSUES: Should be replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 18, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
TRICO Consortium	Project Share
524 Main St., Room 308	Kenosha Achievement Center
Racine, Wisconsin	1218 79th St. Kenosha, Wisconsin
George Moore	John Killian
414-636-3281	414-658-1687

BRIEF PROJECT DESCRIPTION: Project to train and place severely disabled persons for food service and sales industry, involving early employer cooperation. Estimated to benefit 475.

MAJOR GOALS AND OBJECTIVES: To train 75 clients in food service; 65 in retail sales work, and place 80 of total in unsubsidized work. To alleviate attitudinal and architectural barrier to employment of handicapped persons.

ORGANIZATION: Kenosha Achievement Center acts as coordinator, with other subcontracts to four other area agencies serving handicapped persons.

STAFFING: Director; secretary/bookkeeper; public education coordinator; Goodwill coordinator, society's assets coordinator; 2 jobsite coordinators, 4 instructors, and an architectural consultant. All staff very experienced, most have relevant advanced degrees.

BUDGET:

Administration:	$ 32,780
Wages & Benefits:	37,327
Training:	40,924
Services:	81,532
	$192,563

RECRUITMENT PROCESS/CLIENT PROFILE: Recruitment by Department of Vocational Rehabilitation (DVR) outreach, publicity. Client profile as expected, but fewer veterans. Clients include both sexes, usually aged 24-35. Priority given to employable people with greatest disability.

ACTIVITIES: Various tests used including JEVS, Singer Graphics Word Sample and a local job sample. OJT with cooperative evaluation by employer and project; two classes of approximately 20 clients each in clerking and food service. 60 area employers were contacted and prepared for program; continual job development, and upgrade training offered. Classroom training in resume writing, hygiene, remedial education. Rehabilitation counseling and case management. Existing agencies, other CETA titles, meet support needs such as child care. Rigorous biweekly contact with clients and employers, for 90 days during OJT, then bimonthly and monthly.

OUTCOME TO DATE: As of May 4, 124 served: 61 currently enrolled, 63 completed training, 48 are placed (40 full-time). All remain at first placement.

PROGRESS/PROBLEMS: American Motors layoff in Kenosha contributes to 14.5% unemployment, which bears heavily on disabled persons. Still, 76% of clients who have finished training have been placed. Jobsite Coordinator's job development highly successful.

REPLICATION ISSUES: Program relies on sophisticated training facilities and agency cooperation, but common for this population in large cities. Requires sensitive and skilled public relations. Most critical factor: early involvement of employer in training process and presence of job site developers.

DOCUMENTATION AVAILABLE: Director plans to publish articles after year's time. Follows "Multi-Resource Center" self-evaluation techniques.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Office of Manpower Development
27th Floor, 30 East Broad St.
Columbus, Ohio
Ned T. Dunn
614-466-6788

PROJECT
Project Employ/Bureau of Employment Services
145 South Front St.
Columbus, Ohio
Robert or Karla Lortz
614-466-8919

BRIEF PROJECT DESCRIPTION: This program hired and trained 24 disabled counselors in occupational analysis and job development, who are now based at BOS and ES offices, managing caseloads of disabled job-seekers.

MAJOR GOALS AND OBJECTIVES: To reduce barriers to employment. Through counselors, to recruit and interview 4500 handicapped persons; advise 1500 employers regarding architecture, job restructuring, assess and counsel 3600 clients; place 900 in jobs, of whom 70% remain at placement in 3 months.

ORGANIZATION: Operated in counseling section of OBES, whose chief supervises the 2 program coordinators. They supervise the 24 counselors located in 17 OBES local offices, each of whom, as a regular OBES staff person, must report also to the OBES office manager.

STAFFING: Two coordinators (husband and wife, each widely experienced in state agencies); 24 counselors, 1 clerk/typist.

BUDGET:

Administration: (includes 36,067 for 3 full-time salaries)	$ 68,124
Services: (includes 24 counselors' salaries at 10,483)	309,982
Total:	$378,110

Administration costs absorbed by OBES.

RECRUITMENT PROCESS/CLIENT PROFILE: Coordinators screened 150 applicants to select 24 counselors; they recruit their own caseloads by their own strategies. Clients job qualified but need job seeking skills, counseling, or job development advocacy.

ACTIVITIES: Intake: selective placement counselors interview applicants at OBES office, may use tests to determine ability (General Aptitude Test Battery; Specific Aptitude Test Battery; Basic Occupational Literacy Test, or clerical proficiency tests). Applicants who are not job ready are referred to Rehabilitation Services Commission for training. Counselor Training: (1) initial 5 weeks' training of counselors in occupational analysis and counseling. (2) Job Development and participant placement by counselor, using OBES job bank. Other services: selective service counselors work with clients individually on attitude and goals and conduct workshops in job seeking skills. Follow-up: standard OBES 30-60-90 day follow-up to solve possible job site problems and develop good employer/employee matches.

OUTCOME TO DATE: As of May, 1977, the 24 counselors have contacted 1277 employers; carry caseload of 1829 clients; 559 persons have been placed in jobs and 260 referred for vocational training. Expect to overachieve all goals.

PROGRESS/PROBLEMS: Progress is impressive, program is being implemented throughout state, with governor's discretionary funds, to serve disabled people outside of BOS localities.

REPLICATION ISSUES: New component and specially trained staff added to existing statewide network of employment services. Serves only job ready clients, referring others elsewhere for training. Highly replicable.

DOCUMENTATION AVAILABLE: None yet, because until whole state is served, project did not want publicity. Staff expects Ohio will produce literature on this model.

DURATION OF GRANT: October 1, 1976 to September 30, 1977 - 12 months.

PRIME SPONSOR	PROJECT
Madison County Consortium 103 W. Purcell, Room 500 Edwardsville, Illinois Danial D. Churovich 618-692-4592	Disabled Veterans Program 103 W. Purcell, Room 500 Edwardsville, Illinois Ray Hudock 618-692-4315

BRIEF PROJECT DESCRIPTION: Program provides employment, training, and counseling for disabled veterans in Madison and Bond Counties. 35 served to date.

MAJOR GOALS AND OBJECTIVES: To job train 35 veterans; provide occupational and job-related training; provide an additional 10 public service positions for veterans; remove artificial barriers to employment; provide job referrals; provide orientation, counseling, education and institutional skills to enter labor force; to assist in obtaining supportive services; to cooperate with and encourage local training institutions to develop and maintain training course for veterans.

ORGANIZATION: Program run by consortium of 2 County Manpower agencies. Program overseen by Madison County Board of Supervisors, Madison County Consortium's Coordinator of Vocational Education and an Advisory Council. Referral network includes other social service and employment organizations.

STAFFING: 1 supervisor/counselor; 1 assistant supervisor; 3 special education consultants, part-time.

BUDGET:

Administration:	$ 43,639
Allowances:	154,620
Wages:	80,000
Fringes:	16,144
Training:	25,260
	$320,013

RECRUITMENT PROCESS/CLIENT PROFILE: Outreach by existing agencies, who refer to State Employment Service, who refer to the Consortium. Client Profile: 23 males, ages 19-21 (4); ages 22-44 (15); ages 45-54 (2); ages 55-64 (2); 22 white, 1 black, 8 recently separated veterans; 8 special (Vietnam) veterans.

ACTIVITIES: Review work history, educational attainment, personal occupational goals, aptitude tests. Tests: Tennessee Self-Concept Scale; Differential Aptitude Test; Kuder Interest Inventory; Wechsler Intelligence Scale for Adults; Wide Range Achievement Tests; Individual Diagnosis in reading, and math. Counseling, classroom training, job development and job placement. Support services as needed on an individual basis (high school equivalency, counseling, referral, career development). Madison County Consortium follow-up specialists contact during 1st week of employment, at 15 days, one month, and 3 months after employment, as well as informally.

OUTCOME TO DATE: 34 clients served; 9 more to be served; 0 completed training; 1 completed employment; 2 self-placements.

PROGRESS/PROBLEMS: Finding disabled veterans has been biggest problem. Program is starting to gain credibility with veterans, who are a closed group. Shift from training to finding jobs.

REPLICATION ISSUES: Need concentrated client group; job placements readily available.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: September 14, 1976 to September 13, 1977.

PRIME SPONSOR	PROJECT
Winne-Fond Consortium	Supported Work Program, ADVOCAP SWP
P.O. Box 2685	Box 86
Oshkosh, Wisconsin	Winnebago, Wisconsin
Larry Krebs	James Blakeslee
414-235-6024	414-426-0150

BRIEF PROJECT DESCRIPTION: The Supported Work Program is part of a national project designed to provide a year's work experience in a sheltered environment for chronically unemployed persons. The program works with the emotionally and mentally handicapped, AFDC women and youth 17-20 of whom at least 50% have had contact with the criminal justice system. There are 4 structured work environments where these individuals can work with support and guidance in home maintenance, furniture repair, recreational service and secretarial service. Each service provides a wage for the participant and income for the project.

MAJOR GOALS AND OBJECTIVES: To encourage and increase self-sufficiency, dependability, good work habits and positive personality traits through a supported work environment. Their goal is to place 120 persons over the course of 12 months in 60 job slots.

ORGANIZATION: Supported Work Program is run by ADVOCAP, Inc., a nonprofit County Community Action Agency.

STAFFING: 27 persons in Year II. 28 persons in Year III. The staff includes technical vocational specialists in addition to counselors and administrative personnel.

BUDGET: This is just 1 part of a larger ongoing SWP program with overall budget $1,451,472. In addition, the work projects generate $150,000 yearly income.

Participant Wages:	$174,223
Participant Services:	180,603
Participant Benefits:	21,927
Participant Training:	1,993
Administration	19,933
	$398,679

RECRUITMENT PROCESS/CLIENT PROFILE: Received referrals from all community service agencies--mental health institutions, welfare departments, manpower programs, etc. There are 3 target populations: youth between 17 and 20, 50% of whom have contact with the criminal justice system, AFDC women, and mentally handicapped persons. The majority are white males, ages 21-30, with multiple problems.

ACTIVITIES: Intake involves a week of structured orientation and assessment sessions on a one-to-one basis with the counseling staff. During this time, base line psychological data is gathered, peer group support develops, client becomes acquainted with the structure of the program. 4 structured work environments In rehabilitating homes, basic home maintenance, furniture repair, secretarial services. Client starts with Step I, the most closely supervised environment and then advances to Step IV, the job ready environment. Transportation and special counseling are provided as well as referral information for any needed services. Follow-up lasts 2 years with monthly meetings during the first 90 days; then bimonthly and quarterly.

OUTCOME TO DATE: 242 clients served (179 mental health, 47 youth, 16 AFDC); 98 currently active; 64 completed training; 46 placed in jobs; 6 education; 74 resigned and fired.

PROGRESS/PROBLEMS: They have a 40% positive termination rate. Problems between the operations staff and ancillary staff have been averted through team staff meetings on each client.

REPLICATION ISSUES: The purpose of Supported Work is to help persons acquire a steady year of employment while performing community needed services. Replication requires substantial coordination and cooperation of major community agencies in fields of manpower, mental health services, vocational schools, various public and social service agencies, private sources, etc. The fundamental aspects of implementation, a structured work environment and positive feedback are easily replicated.

DOCUMENTATION AVAILABLE: There is documentation available on this program from the Office of Research and Development, Employment and Training Administration.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Grand Rapids Area Manpower Planning Council
300 Monroe N.W.
Grand Rapids, Michigan
Walter Sowles
616-456-4040

PROJECT
MIKA Rehabilitation Project; Pine Rest
550 Cherry S.E.
Grand Rapids, Michigan
Gail Addis
616-458-6677

BRIEF PROJECT DESCRIPTION: Program coordinates all services available to the severely mentally and physically handicapped under one roof in a single case service manager system. A complete diagnostic package within a week, Rehabilitation Initial Diagnosis and Assessment for Clients (RIDAC) program, leading to employability plan for each client. Work exprience and OJT provided as intermediate step to nonsubsidized employment.

MAJOR GOALS AND OBJECTIVES: To provide assessment and employability plans for 160 participants; to place 130 in work experience; to establish 90 OJT slots and place 78 participants in competitive jobs.

ORGANIZATION: Subcontracted to Pine Rest Rehabilitation facility, which purchases certain other services as needed from other agencies.

STAFFING: 2 counselors, 1 placement counselor, a case aide, 2 stenographers, 1 unit leader, all full-time.

BUDGET: Local sources add $137,715 more. Negotiating a model to reduce training and transfer to services.

Administration:	$ 76,790
Participant Wages:	143,520
Fringe:	11,046
Training:	5,000
Services:	163,644
	$400,000

RECRUITMENT PROCESS/CLIENT PROFILE: Outreach includes media publicity and personal contracts to all relevant agencies. About 75% of clients are mentally retarded, the remainder having cerebral palsy and epilepsy or psychological problems with low reading levels. The majority are males although now they are trying to get 43% female representation.

ACTIVITIES: Intake involves a RIDAC assessment. A written diagnostic and employability development plan for each participant is drawn up by the case service monitor. A VRS case is opened for each. OJT and Work Experience provided. Additional support services are provided without Title III monies through the agencies represented on the Administrative Advisory Committee. Follow-up: contacts made at 30, 60, 90 and 150 day intervals.

OUTCOME TO DATE: As of the end of May, 151 enrolled in some training; 20 placed in unsubsidized jobs.

PROGRESS/PROBLEMS: They are on schedule for work experience placements but behind on OJT which is attributable to the depressed local job market.

REPLICATION ISSUES: Replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR

Genesee-Lapeer-Shiawassee-Flint Employment and Training Consortium
Office of Human Resources
708 Root Street, 3rd Floor
Flint, Michigan 48503
Sue Zeit
313-766-7390

PROJECT

FEWE and OJT
G-5069 Van Slyke Road
Flint, Michigan 48507
Pat Bone
313-239-4617

BRIEF PROJECT DESCRIPTION: For retarded adults, the program is a First Entry Work Experience and OJT program for jobs in the secondary labor market. At entry, participant chooses 1 of 4 occupational fields (food service, indoor maintenance, outdoor maintenance, horticulture) and receives phased training from simulated work experience to outside work experience to, for those who qualify, OJT.

MAJOR GOALS AND OBJECTIVES: Serve 100 adults, place 25-30% in part-time or full-time employment. 90 finish Phase I, 60 to finish Phase II, 30 to finish Phase III. Train participants for jobs, make contact with employers, teach clients how to get to and from work independently, develop social skills, appropriate work behavior, and attitudes; provide support services.

ORGANIZATION: All program activities carried out by project subgrantee. Phase I done at Genesee County Association for Retarded Citizens. Phase II at nonprofit agencies in community. Phase III at private sector employers. Program director responsible to director of GCARC. Project has loose relationship to prime sponsor. Referrals from all agencies serving retarded, in the tri county.

STAFFING: 1 full-time administrator-program director; 1 vocational coordinator administrator, full-time; 2 full-time vocational counselors; 1 job development person; 4 teacher aides, 35 hours/week; 3 teacher aide leaders, 35 hours/week; 1 bookkeeper/secretary, full-time; 1 secretary; 1 full-time bus driver (40 hours/week).

BUDGET:

Administration:	$ 51,808
Wages:	66,000
Fringes:	7,005
Training:	108,519
Services:	35,455
Directly to Administration Unit of Consortium	3,000
	$271,787

RECRUITMENT PROCESS/CLIENT PROFILE: Outreach to agencies and school system. All agencies have waiting lists of potential clients. Some referrals too severely retarded to participate. Client Profile: median age late 20's to mid 30's; roughly 50% male, 50% female; very few blacks.

ACTIVITIES: One staff person does interview, explains program, optional fields, services, etc. to client. Then, staff person asks client to explain program to referring counselor, then covers any ground missed. Phase I, 2-10 weeks; 15 hours/week; simulated work experience at GCARC; extensive counseling; progress evaluated. Phase II, 4-10 weeks, 20-40 hours/week; work experience in community, at first accompanied by teacher aide leader; paid by program. Phase III, OJT-employer reimbursed up to 50% wages for 150 hours. Teacher aide still active with lots of support. Follow-up includes as much contact with employer and client as needed. Teacher aide leaders check at least once a month and clients can call as needed.

OUTCOME TO DATE: 45 clients served; 42 completed Phase I, 6 still at first Phase III placement; 2 from OJT phase changed employers.

PROGRESS/PROBLEMS: Greenhouse is completed, so now have all facilities for 4 training fields. Problems getting timely services to clients from Vocational Rehabilitation Services. Program started late because could not get Workmen's Compensation or insurance on van until January.

REPLICATION ISSUES: Need very active labor market and skilled employer education.

DOCUMENTATION AVAILABLE: 3 page program description, final report planned.

DURATION OF GRANT: November 24, 1976 to October 31, 1977.

PRIME SPONSOR
North Texas State Planning Region
Consortium
1914 Kemp Boulevard
Wichita Falls, Texas
Edwin Daniel
817-322-5281

PROJECT
Job Survey Project
3401 Armory Road
Wichita Falls, Texas
Mr. Holgar Peterson, Project Director
817-766-3207

BRIEF PROJECT DESCRIPTION: This is a comprehensive program which encompasses a work experience personal adjustment therapy-vocational and evaluation placement total concept approach for mentally and physically handicapped persons. A crucial component is the development of a vocational counseling lab with an updated detailed job analysis file designed to facilitate the matching of clients and employers.

MAJOR GOALS AND OBJECTIVES: The major goal is to develop a work experience therapy-placement project for mentally and physically handicapped clients. Objective is to provide a "full-time, year round, comprehensive program directed primarily to the personal and social rehabilitation of participants in the client-worker program." 208 enrollments intended to place 180 in employment.

ORGANIZATION: Individual Development Corporation (IDC), subcontracted from Nortex Regional Planning Council, runs the program.

STAFFING: Planner (part-time); assistant accountant (part-time). counselor/teacher (full-time); coordinator, vocational evaluator, value engineer, placement specialist, program aide, staff psychologist, job analysts (5), and placement specialist, all full-time.

BUDGET:

Administration:	$ 37,720
Wages:	78,031
Fringe:	5,969
Services:	94,852
	$216,572

RECRUITMENT PROCESS/CLIENT PROFILE: Referrals from Wichita Falls State Hospital, Individual Development Center, DVR, Blind State Agency, as well as other agencies that serve handicapped persons. Client profile is based on 23 placements: 2/3 of clients are male, most are between ages of 18 and 44, majority have less than a high school degree.

ACTIVITIES: Intake is done by the hospital and includes medical and psychological testing. They refer persons to the client work experience component and to the 13 week Personal/Social Adjustment class. Vocational training: prevocational classroom program is held at the state hospital. Job development and placement services, and post placement crisis intervention and counseling are provided. Other services: supportive services are provided by DVR and Welfare. Transportation is provided by the local community action program. Follow-up is done by the staff psychologist and vocational evaluator who go to the job sites regularly.

OUTCOME TO DATE: As of May, 1977, 76 served; 50 (approximately) completed training; and 23 placed in jobs.

PROGRESS/PROBLEMS: There were initial difficulties in recruiting persons for the social/personal adjustment classes. They have conductd an in-depth analysis of 112 jobs and cross indexed them with disabilities so they are ready to place clients as the clients are ready.

REPLICATION ISSUES: Should be replicable by any prime sponsor where there exists a willing and well-funded DVR and good vocational assessment center. Two years of funding would allow for 1 year to establish library or lab and second to realize full implementation.

DOCUMENTATION AVAILABLE: A manual will be available.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
CETA 2002 Burt Street Omaha, Nebraska Al Veys, Mayor 402-345-7714	Handicapped Services Project Sona Building, 5211 S. 31st Street Omaha, Nebraska Karen Jothen 402-345-7714 x 301

BRIEF PROJECT DESCRIPTION: Emphasis is on job placement into occupations with growth expectations. Goodwill Industries (GW) subcontracts for disability verification, vocational assessments, diagnostic testing and vocational exploration, as well as provides situational assessments when needed. Title I OJT and Work Experience will be used for those clients possessing skills but needing experience. Training is in allied health profession as well as food service, clerical, janitorial, small bench assembly, retail sales, etc.

MAJOR GOALS AND OBJECTIVES: Primary goal is to make 193 participants self-sufficient in full-time employment within 12 months. A secondary goal is to establish a service model for the client common to CETA, DVR, ES and VA with emphasis on a cooperative agreement between CETA and DVR to serve disadvantaged employable handicapped.

ORGANIZATION: Operated by prime sponsor with subcontract to GW. Director operates under CETA Operations Manager. ES job developer works full-time at project.

STAFFING: Handicapped program services coordinator (full-time); 2 manpower guidance services specialists (full-time); 2 clerks. Associated on a full-time loan basis are 2 job developers, one from ES and 1 from Title I.

BUDGET: The budget modification increases PSWE monies and decreases skilled training as few clients were interested in the half PSWE/half training voucher component.

Administration:	$ 31,654
Wages:	234.300
Fringe:	16,519
Training:	54,000
Services:	63,527
	$400,000

RECRUITMENT PROCESS/CLIENT PROFILE: Referrals from all agencies that provide services to handicapped persons, DVR, CETA, GW, etc. Client profile unavailable.

ACTIVITIES: Intake performed by guidance specialists with referral to GW for assessment, including medical, vocational, intellectual and personality tests when appropriate. Vocational evaluation first week, situational assessment for second week. Vocational training: job readiness training classes for clients when appropriate over a 2 week period. Stipend allowance is given. There is an arrangement with PSWE that enables a client to work half time and with a CETA voucher system mechanism receive training or education half time. Supportive services include emergency grants, medical follow-up, dental, optical, prosthetic, prescriptions, etc. Follow-up: placement follow-up on 30, 60, 90 day, 1 year basis.

OUTCOME TO DATE: As of June 28, 532 applicants, 34 involved in skill training; 60 placed in OJT and PSWE; 140 (including PSE/PSWE transitions) are placed in private sector.

PROGRESS/PROBLEMS: With more than an adequate number of referrals, there has been good success with PSWE placements. The intent of PSE was miscalculated and there was a failure to devote enough attention to developing OJT slots.

REPLICATION ISSUES: Should be replicable by any prime sponsor where there is a subcontractor for assessment services.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: September 21, 1976 to September 21, 1977.

PRIME SPONSOR
City of Berkeley/CETA
2020 Milvia, Room 202
Berkeley, California
Claudine Benjamin
415-644-6080

PROJECT
Disabled Paralegal Advocate
(DPA) Training Center for Independent Living
2548 Telegraph Avenue
Berkeley, California
James Pechin
415-841-3790

BRIEF PROJECT DESCRIPTION: Project to train five disabled persons as paralegal advocates who will in turn place 40 handicapped people in unsubsidized jobs and help at least 30 employers to remove artificial employment barriers.

MAJOR GOALS AND OBJECTIVES: To train five to be employable in any paralegal position with emphasis in Rehabilitation Act Sections 503 and 504. To benefit total of 45 disabled persons.

ORGANIZATION: Prime sponsor subcontracts to the Center for Independent Living (CIL), supervised by its Executive and Deputy Directors. CIL belongs to a consortium of 6 local agencies for the handicapped, and a consulting advisory board is formed of representatives from these plus employers, unions, Department of Labor, Office of Civil Rights and Department of Vocational Rehabilitation.

STAFFING: Coordinator and program trainer; intake counselor/secretary; job development specialist, (both full-time).

BUDGET:

Administration:	$15,475
Training:	25,050
(trainers' salaries included)	
Supportive Services:	23,975
Allowances:	15,500
	$80,000

RECRUITMENT PROCESS/CLIENT PROFILE: CIL recruits from network of local agencies serving disabled people Clients are 3 men, 3 women, early 20's, all with college degrees.

ACTIVITIES: Orientation to Center for Independent Living. Classroom: 150 hours at National Paralegal Institute using its prepared curriculum. Additionally, consultants provide seminars in Rehabilitation Law. OJT placement at CIL with caseloads supervised daily by a trainer, weekly by an attorney. Final placement assisted by advisory committee members. Other services: the 45 disabled persons have access to CIL's range of services including transportation, wheelchair repair, referrals, counseling in daily living skills and employment. Follow-up: expect to maintain communication with graduates through their continued work with handicapped persons.

OUTCOME TO DATE: The five DPAs have cumulative caseload of 25 clients; 4 to 5 new cases taken each month.

PROGRESS/PROBLEMS: Less demand for in-person advocacy at court than anticipated, and less employer interest in assistance. Training becoming broader to be able to address legal problems of disabled people beyond employment; and to conduct community education and outreach.

REPLICATION ISSUES: Could be replicated at an existing center for handicapped people or at a paralegal vocational school, since so few trainees can be easily transported.

DOCUMENTATION AVAILABLE: Basic Paralegal Training Curriculum; adapted and supplemented and for DPA training; standard reporting forms.

DURATION OF GRANT: November 1, 1976 to October 31,1977.

PRIME SPONSOR
Inland Manpower Association
336 North LaCabena
Colten, California
Marilyn Trombetta
714-824-2500

PROJECT
To Serve Handicapped and Disabled Veterans
195 North "D" Street
San Bernardino, California
Jim Burns
714-383-5205 or 5206

BRIEF PROJECT DESCRIPTION: This is primarily a job placement program for 98 "job ready" handicapped persons. The Title III monies subsidize employment for up to 6 months at which time the employer takes over.

MAJOR GOALS AND OBJECTIVES: Major goals are to break down the barriers to employment of handicapped persons with an emphasis on exposure of handicapped persons to employers and to the public.

ORGANIZATION: The program is run through the Inland Manpower Association (IMA) office and works through Manpower Offices in the City of Riverside, the City of San Barnardino, the County of Riverside and the County of San Bernardino.

STAFFING: 2 liaison/counselors, 1 job developer, 1 project director, 1 part-time counselors.

BUDGET: $354,425 as of April, 1977, but in the process of making budget modifications to a new total of $346,284.

Wages & Fringe:	$186,794
Administration:	41,922
Training:	70,560
Services:	55,149
	$354,425

RECRUITMENT PROCESS/CLIENT PROFILE: The majority are males, aged 22-44, with at least a high school degree and in many instances post high school education. Predominantly white. Recruitment is done at Department of Vocational Rehabilitation (DVR) for their job ready but unemployed clients.

ACTIVITIES: Intake is done at State DVR, according to accepted guidelines. Clients are referred from them to CETA where their name goes into a job file to wait for a job referral. This is a placement program. Other services are provided by DVR and CETA Title I. Follow-up is monthly by phone and a 3 month interview with both the employer and the participant.

OUTCOME TO DATE: 71 persons placed in jobs.

PROGRESS/PROBLEMS: The biggest problem has been employer resistance.

REPLICATION ISSUES: Replication requires good public relations and a dedicated staff as well as cooperation with DVR and employment service.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: December 1, 1976 to October 31, 1977.

PRIME SPONSOR
City of Oakland Department of Manpower
Development and Programs
14th and Washington Streets
Oakland, California
Juan Lopez
415-273-3505

PROJECT
Manpower Services Program for the
Physically Handicapped
14th and Washington Streets
Oakland, California
Paul Tellez or Robert Bloom
415-273-3505

BRIEF PROJECT DESCRIPTION: The project will provide pre-employment training, vocational counseling, skills training, OJT contacts and job placement services to 120 mildly or moderately handicapped persons.

MAJOR GOALS AND OBJECTIVES: The goals of the project are to develop jobs and make placements for at least 70% of the persons served and to coordinate existing services for the target group so as to prevent duplication of effort by agencies.

ORGANIZATION: Under contract with the State of California Department of Rehabilitation contracting agencies will provide supervision, coordination and overall responsibility for program implementation.

STAFFING: The staff consists of a program coordinator, 2 secretaries, 2 rehabilitation counselors, 2 job developers, and one case service assistant.

BUDGET:

Administration:	$ 32,000
Allowances:	67,638
Services:	118,675
Training:	181,487
	$400,000

RECRUITMENT PROCESS/CLIENT PROFILE: Referrals are sought from all appropriate agencies and from CETA. There is open recruitment through radio and TV spots, pamphlets and program announcements.

ACTIVITIES: During assessment, the client is interviewed to discern the extent of the disability, need for support services, work and education history, career choice and motivation. Tests are administered as well. During orientation, which is conducted by CETA-EDD, clients are informed as to grievance procedures, payroll procedures, codes of conduct and attendance, available services and civil rights. Services that are provided include pre-employment training (basic skills brushup, work world orientation, job search skills, personal appearance), job development, OJT in promising fields at $3.00/hour or higher and classroom training in institutional settings. Vocational training is obtained through individual referrals to training institutions. Personal counseling services are arranged elsewhere. The City provides support services including health care, child care, and transportation stipends and basic allowances. Employers are contacted at 30 and 60 day intervals.

OUTCOME TO DATE: No information available because site could not be contacted.

PROGRESS/PROBLEMS: No information available because site could not be contacted.

REPLICATION ISSUES: No information available because site could not be contacted.

DOCUMENTATION AVAILABLE: No information available because site could not be contacted.

DURATION OF GRANT: February 1, 1977 to April 17, 1978.

PRIME SPONSOR
City of Los Angeles, Mayor's Office of
Training and Job Development
207 S. Broadway
Los Angeles, California
Kathy Schreiner
213-485-6512

PROJECT
Service to the Handicapped
City Hall, 200 N. Spring St., Room 2100
Los Angeles, California
Dexter Henderson
213-485-6334

BRIEF PROJECT DESCRIPTION: This program provides 45 OJT civil service slots for moderately to severely handicapped individuals. An employability plan is devised for each individual. An initial subsidized training period lasts from 3 to 9 months, during which time they receive classroom training in job skills as well as OJT.

MAJOR GOALS AND OBJECTIVES: To improve employment opportunities for the moderately to severely handicapped person by providing job training and job placement in the public sector. The primary goal is to have 35 persons placed in Civil Service entry level jobs.

ORGANIZATION: The program operates out of the Mayor's Office for the Handicapped. The OJT program is coordinated through this office in conjunction with the State Department of Rehabilitation, the Los Angeles Community College and the City of Los Angeles personnel department.

STAFFING: 1 project coordinator; 1 program counselor; 1 counselor/accountant; 1 clerk/stenographer.

BUDGET: $301,983 - Total Title III

Administration:	$ 54,531
Participant Wages & Fringes:	214,187
Training Materials:	3,500
Salaries:	22,925
Services to Participants:	6,840

Title I - $106,573 for supplement to participants wages and fringe benefits and administration wages and fringe benefits. In-kind contributions from City of Los Angeles: $13,376.

RECRUITMENT PROCESS/CLIENT PROFILE: Recruitment done through extensive outreach through the cooperating agencies, (i.e., DVR and the Community College), as well as through media announcements, and other agencies and organizations impacting on the handicapped. 41% black; 32% Chicano; 24% Anglo; 2% Asian, 76:24 men and women; 45:55 married and single.

ACTIVITIES: Intake consists of interviews. Previous tests, if available, are provided by DVR counselors. A list of possible participants is made and then each time a job vacancy occurs, the supervisor selects from 5 or 6 most qualified candidates. Vocational training: the emphasis is on placement in the 45 OJT slots. Medical requirements are defined for each job through the use of a job audit. Medical evaluation conducted in relationship to job audit. Participants are permitted 2 years after placement to prepare for and pass the civil service test. Other services: attendant care, day care, transportation and health insurance are provided. Counseling is done in conjunction with the staff of DVR. In conjunction with the Community College District, a social skills class is provided as part of the OJT. The class is designed to increase their marketable skills and job-related performance skills.

OUTCOME TO DATE: As of April, 1977: 39 are being served; 3 completed training and transitioned into jobs.

PROGRESS/PROBLEMS: The program needs greater flexibility in the types of jobs which have been made available in order to expand the kinds of job opportunities. Additional evaluation techniques are needed to be able to match persons with jobs more successfully. Despite not having enough staff and unrealistic enrollment periods, progress has been made toward achieving goals.

REPLICATION ISSUES: Must have a commitment from Mayor or top city officials to generate support for and promote the program. Design can be replicated with the cooperation of city personnel and participating city departments. To be replicated, methods and procedures are dependent upon the specific civil service structure of the particular locality.

DOCUMENTATION AVAILABLE: A narrative description of this program as a model for employing handicapped persons in a civil service system will be available upon completion of the program.

DURATION OF GRANT: November 1, 1976 to October 31, 1977.

PRIME SPONSOR	PROJECT
City of Tacoma 930 Tacoma Avenue South Tacoma, Washington Ray E. Corpus, Jr. 206-593-4870	H.O.P.E. 705 South 9th, Room 202 Tacoma, Washington Ms. Penny Zimmer Lewis 206-593-4870

BRIEF PROJECT DESCRIPTION: HOPE is designed to meet the needs of severely disabled clients who generally have received training but have little or no work experience. This is a program of direct placement. 300 persons to be served.

MAJOR GOALS AND OBJECTIVES: Goals to provide jobs for 150 of the clients through services of counseling and assessment OJT, and Work Experience. Second goal is to utilize "Barriers to Employment Specialist" to identify and advocate for removal of architectural barriers in the community and industry to enable handicapped citizens to function more fully and easily.

ORGANIZATION: HOPE operated by prime sponsor and located in their office.

STAFFING: 1 project administrator (part-time); 1 program operations manager (full-time); 2 counselors (full-time); 1 job developer (full-time); 2 clerks.

BUDGET:

Administration:	$ 20,000
Wages:	146,250
Fringe:	10,240
Training:	80,000
Services:	75,000
	$331,490

RECRUITMENT PROCESS/CLIENT PROFILE: Largest source of referrals are DVR, self-referrals, and CETA; all social service agencies in area send referrals as well. The majority of the clients have completed high school and some college.

ACTIVITIES: Intake utilizes a specially designed application form. There is a selective use of aptitude tests. 50 participants receive OJT with expectation of unsubsidized employment after 20 weeks. 50 participants receive work experience slots for up to 9 months at $2.50/hour. All receive placement services. Other services: counseling available for all clients with emphasis on employment related problems. A minimum of 2 follow-up contacts with clients placed in employment. Indirect follow-up at 30, 60, 90 day intervals and direct after 60 days.

OUTCOME TO DATE: 265 served, 13 OJT, 55 WEP, 6 jobs.

PROGRESS/PROBLEMS: Lack of emphasis on removal of barriers, not enough contact with group of employers. Late staff hiring led to late project start. Relatively few clients have chosen to take the Job Seeking Education classes. It has been difficult to find enough OJT employers.

REPLICATION ISSUES: Should be replicable by any prime sponsor with a Goodwill Industry program. Flexibility in the program enables payment of WE to vary according to occupation from minimum wage to $3.93/hour.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

YOUTH

PRIME SPONSOR
New Haven Labor Market Area
Consortium
Office of Manpower, 161 Church St.
New Haven, Connecticut 06510
Thomas S. Corso
203-562-0151

PROJECT
Youth Job Upgrading Program
161 Church St.
New Haven, Connecticut
Mr. Jim Begina
203-772-2270

BRIEF PROJECT DESCRIPTION: Project aims to create and upgrade primary job opportunities for youth (16-25) through area employer, low support-OJT contracts. Job upgrading contracts negotiated (maximum: $1500) for youth presently employed--company lists vacated entry-level job openings with CETA Central Job Development Unit.

MAJOR GOALS AND OBJECTIVES: Project has two-fold goal: (1) to upgrade existing primary employment opportunities for employed youth; (2) to open up entry-level primary positions for local unemployed youth. Project objectives are: (1) to create 70% entry-level job slots through job upgrading; and (2) to create 30% entry-level slots through OJT contracting. 100 enrollees are to be placed in jobs.

ORGANIZATION: Project administered through CETA Central Job Development Unit which provides intake and referral services for all consortium job training activities. Upgrading and OJT is negotiated with local employers by job developers.

STAFFING: Two job developers in CETA Central Job Development Unit; one acts as a planner to monitor upgrading program.

BUDGET:

Administration:	$ 16,000
Services:	24,500
Training - Upgrading Training:	37,500
Training - Low Support OJT:	122,000
	$200,000

RECRUITMENT PROCESS/CLIENT PROFILE: Youth completing work-experience phases of ongoing youth programs are recruited. 60% are transfers from Title I programs. All clients are economically disadvantaged; 50% minority. 60% are male; 5% are 16-18 years of age; 65% are 18-22, 30% are 22-25. Clients qualify for the upgrading program, if they are in the lower 25% of the firm's pay scale.

ACTIVITIES: Work history, educational attainment and personal occupational goals documented through CETA Intake Form and "511" card of the Employment Service. General Aptitude and Test Battery (English and Spanish); the Barett (measures reading and math abilities for Spanish youth) and the Self-Directed Search (English and Spanish) tests administered to prospective clients. Title I and III work-experience projects also used to assess participant potential. Counseling provided by Central Counseling Unit of prime sponsor. Within the Central Job Development Unit is a Follow-Up Unit which tracks and verifies placements on a 30-60 day basis.

OUTCOME TO DATE: Two upgrading controls negotiated with two entry level slots created. Four potential placements.

PROGRESS/PROBLEMS: Program didn't start until January because towns surrounding New Haven involved in the project questioned job allocation policy. No placements yet because area firms slow in responding to job upgrading incentives.

REPLICATION ISSUES: Better advance planning would enhance program replication (i.e., contact firms where workers retiring, turnover rapid and where there is room to upgrade). Upgrading approach opens up additional entry-level primary jobs for youth--a major break through for local manpower planning.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Broome County Manpower Planning Services
Broome County Office Building
Government Plaza
Binghamton, New York
Timothy Grippen
607-772-2853

PROJECT
Youth Employment Development Program
Division of Continuing Education, BOCES
P.O. Box 1450
Binghamton, New York
Ann Smith
607-798-7801

BRIEF PROJECT DESCRIPTION: This program offers an intensive 1 week vocational and aptitude assessment of clients, and then places youths, depending upon interest, in an 11 week vocational training experience, 5 days a week, 7 hours daily. Upon completion, they enter unsubsidized work experiences.

MAJOR GOALS AND OBJECTIVES: To provide exposure to work areas and skill training as well as general career awareness education, personal and vocational counseling and placement to out of school youth 16-21 years (high school dropouts and graduates). The goal is to serve 160 youths during the course of the year, and have them enter a 12 week period of unsubsidized employment.

ORGANIZATION: Run by the Divison of Continuing Education of the Broome-Tioga Board of Cooperative Educational Services (BOCES). BOCES runs other CETA Title I programs as well.

STAFFING: These staff are Title III funded: 1 placement development specialist, 1 career education instructor, 1 counselor, 2 instructional assistants (1 full-time, 1 part-time). The interim program coordinator is currently funded by another BOCES administrative program. Other staff are available to the program from CETA Title I.

BUDGET:

Administration:	$ 40,740.93
Allowances:	137,530.00
Training:	55,947.50
Services:	39,024.90
	$273,243.33

RECRUITMENT PROCESS/CLIENT PROFILE: New York State Employment Service refers all clients to the program. Limited outreach has been done to other youth oriented community agencies. Client profile: 38 male; 36 female. Median age 18.5; median grade of school attended 10.5; median reported income $2,823.51.

ACTIVITIES: New York State Employment Agency screens and administers General Aptitude Test Battery. Youth Employment Division counselors during first week administer California Achievement, Differential Aptitude Test, short form test of academic achievement, KUDER occupational interest survey, Chicago, nonverbal examinations as well as various personality indicator tests. Training in oil burner heating technician, air conditioning and refrigeration repair, welding combination, food service, clerical, basic electronics, building maintenance and nurses aide/orderly is 11 weeks, 5 days a week. Academic tutoring is available as well as continued career education. Job placement in unsubsidized work experiences is provided by the placement specialist. Other services are as provided by CETA Title I. Follow-up of client by phone at 30, 60, 90 day intervals.

OUTCOME TO DATE: As of July 13, 74 served thus far; 67 completed training or left training.

PROGRESS/PROBLEMS: Program did not start until January, 1977. Consequently, some groups of participants have had to overlap each other in the vocational training courses. New York State Employment Service has not referred sufficient numbers of youth so they are having difficulties in meeting their goals.

REPLICATION ISSUES: Replication should be easy where classroom vocational training is available.

DOCUMENTATION AVAILABLE: final report will be available.

DURATION OF GRANT: October 1, 1977 to September 30, 1977.

PRIME SPONSOR	PROJECT
Georgia Department of Labor Employment Security Agency	Rural Skills Center
501 Pollian St., SW, Atlanta, Georgia	P.O. Box 8 ABAC Center
Ennis Quinn	Tifton, Georgia
404-656-5570	Jesse Chamblers
	912-386-3535

BRIEF PROJECT DESCRIPTION: The project provides remedial education, high school equivalency training, skills training, social skills training, placement and employment opportunities for rural youths.

MAJOR GOALS AND OBJECTIVES: The goals of the project will provide remedial education and technical training for 100 Georgia youths to increase by 50 the number of competent farm and equipment operators and to maximize the potential of 25 center participants in securing year round employment in agri-business.

ORGANIZATION: The Georgia Employment Security Office coordinates and administers all activities of the project. Abraham Baldwin Agricultural College, as a subgrantee, provides training materials and support services for the project.

STAFFING: Staff working full-time on the Rural Skills Center include a project director, program coordinator, assistant coordinator, 4 instructors, and 2 part-time secretaries. The Georgia Department of Labor provides a full-time unit supervisor and a part-time statistical clerk, fiscal clerk and rural program supervisor.

BUDGET:

Administration:	$ 80,000
Training:	107,338
Services:	212,662
	$400,000

RECRUITMENT PROCESS/CLIENT PROFILE: 90% of the clients are recruited by the Georgia DOL; 5% by radio and TV spots, newspaper articles, word of mouth, booths at the farm show and brochures and 5% by school counselors. The Department of Labor in Atlanta sends letters to local employment securities offices. 50% of the clients come from an agricultural background. They have had higher educational backgrounds than expected.

ACTIVITIES: Participants are assessed based on general interest, past work experience, formal educational attainment and occupational aptitude patterns. The Gare Adult Basic Learning Test is administered. The project provides classroom training, job development and job placement services. Personal counseling, health care and other supportive services will be arranged with local agency delivery systems. Follow-up contacts will be made with participants and employers to determine results and satisfaction. A second placement will be made if the first placement proves unsatisfactory.

OUTCOME TO DATE: 70 clients have been served as of May, 1977. 26 have completed training and 11 have been placed in jobs.

PROGRESS/PROBLEMS: Project does its own screening. The project director indicated that the project was understaffed. Some of the clients have discipline-control problems.

REPLICATION ISSUES: The project requires heavy farm equipment and parts and highly specialized instructors in equipment maintenance and operation.

DOCUMENTATION AVAILABLE: Monthly progress reports are drafted to track project activities. Mid-quarter and quarterly evaluations of students are also undertaken.

DURATION OF GRANT: January 1, 1977 to December 31, 1977.

PROJECT	PRIME SPONSOR
Manpower and Planning Council 315 Haven Street, Clearwater, FL Wanda Adams and Jim Carroll 813-448-3741	Vocational Assistance Center 3435 1st Avenue, S., St. Petersburg, FL Peter Parrado 813-821-2443

BRIEF PROJECT DESCRIPTION: Job readiness workshops, individualized vocational counseling and planning, placement and OJT to probationers 16-21. Clients must first participate in a 2-week career assessment workshop. Vocational training in audiovisual aide work and in job development.

MAJOR GOALS AND OBJECTIVES: Develop realistic vocational aspirations, increase employability, increase willingness of employers to hire such youth, generate community sensitivity to impediments faced by clients, aid probation efforts by providing vocational service. Expect to serve 430 clients.

ORGANIZATION: VAC is part of the Juvenile Services Program which is funded under CETA Title I. JSP Director provides overall supervision to VAC. JSP Board of Directors provides overall policy guidance.

STAFFING: 1 project director (JSP) part-time; 1 project coordinator, 1 payroll clerk, 2 orientation specialists, 3 vocational specialists, 1 job developer, 1 screener/recpetionist, all full-time.

BUDGET:

Administration:	$ 21,395
Allowances:	97,061
Wages & Fringes:	42,800
Training:	30,000
Services:	127,505
	$318,761

RECRUITMENT PROCESS/CLIENT PROFILE: Project staff met with juvenile and adult probation staff to inform of VAC's services. Probation officers refer clients. Approximately 80% are male, average age is 18, 50% black; 40% function below 5th grade level; most are repeat offenders.

ACTIVITIES: Basic demographic and employment data gathered at enrollment. During career assessment workshop, aptitude, vocational, interest and personality tests administered. 30-hour workshop in a 2-week period covers career decision-making concepts, job development, interviewing techniques, and employer expectations. Employability profiles and individual career plans are developed for each participant. Vocational counseling and support services provided after completion. OJT slots developed and paid for by project. VAC also provides in-house OJT, audiovisuals, and job development. Day care, health care and other social services through Department of Social and Economic Services. GED program is available through local school system and VAC provides funds for transportation, tools, union dues, etc. Once client in OJT or placed in job, vocational counselors contact both employer and employee weekly. Efforts made to "sensitize" employer to offender's problem and background.

OUTCOME TO DATE: 265 served as of May, 1977; 187 completed training; 38 placed; 35 in work experience slots; 18 in OJT; 3 have left jobs.

PROGRESS/PROBLEMS: Bicycle repair program cancelled because many clients did not have basic aptitude and others weren't interested. Problems getting enough referrals. Referred probationers have had serious criminal records and often minimal reading and writing skills. Service period has been lengthened to deal with these special needs.

REPLICATION ISSUES: Should be able to be replicated by prime sponsors having staff with experience working with offenders.

DOCUMENTATION AVAILABLE: Project plans to produce a manual and to document data on job placement and retention rates.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR

City of Cincinnati, Manpower Services Division
801 Linn Street
Cincinnati, Ohio
Henry L. Christmon, Executive Director
513-352-3436

PROJECT

Preparation & Employment Program for Special Youth (PEPSY)
2147 Central Avenue
Cincinnati, Ohio
Horace Bradley, Project Director
513-381-3425

BRIEF PROJECT DESCRIPTION: Project places and finds employment for in-school delinquent youth, 16-17 years of age, in local public or nonprofit organizations. Job counseling and social support services provided. Project aims to give anti-social youth meaningful work experience and increase their future employability.

MAJOR GOALS AND OBJECTIVES: To give work experience to 120 in-school, delinquent youth in local, nonprofit or public institutions; provide clients with individual, group counseling; transportation and cultural enrichment. To prevent 110 PEPSY participants from further contact with Juvenile Court; to reduce number of juveniles processed by the Court by 10%; and to place 75% of PEPSY 18 year old enrollees or high school graduates in unsubsidized employment.

ORGANIZATION: Manpower Services Division Intake Unit responsible for PEPSY fund disbursement, program monitoring and evaluation. The Citizen's Committee for Youth (CCY) works with the Intake Unit and subcontracts PEPSY program services.

STAFFING: One full-time project coordinator. One full-time job developer. 5 full-time counselors. One part-time project consultant.

BUDGET:

Administration:	$ 61,384
Wages (clients):	244,260
Fringe:	17,269
Services:	68,791
	$391,668

RECRUITMENT PROCESS/CLIENT PROFILE: Referrals are accepted from Intake Unit, Board of Education, Community Action Commission, Ohio Bureau of Employment Services and other community organizations. Clients are 16-17 years of age, residents of Cincinnati, meet OEO poverty guidelines, are in or returning to school within 30 days and are referrals from the Cincinnati Juvenile Court Liaison Program. 70% minority, 55% male.

ACTIVITIES: All testing and demographic information gathering done by Intake Unit. Tests administered include: Beta (Nonverbal IQ Test), Cincinnati Career Selection System, California M Reading, Language and Arithmetic Skills Tests. Formal testing is followed by counselor-client intake interview. OJT, job development and placement coordinated by PEPSY counselors and job developers. Other services provided include counseling (diagnostic, juvenile therapy groups and programs, counselor training programs), transportation and cultural enrichment. Follow-up is being established.

OUTCOME TO DATE: 2000 youth have been screened with 1000 found eligible for the program. 200-225 have been served with an additional 50 to be processed. 270 clients projected to be served this year. 20 clients have been placed in jobs. 15 in nonsubsidized slots and 5 in subsidized positions. All 20 still at first placement.

PROGRESS/PROBLEMS: Hard getting started because many clients do not meet DOL eligibility criteria. Other referral networks have been sought. Problems associated with late funding and the court referral process also impede program progress.

REPLICATION ISSUES: Should be replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Giving workshop in Bloomington, Indiana for National Youth Workers' Conference, June 30-July 3, 1977.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
Portage County Commissioners Portage County Courthouse 203 W. Main St., Ravenna, Ohio Jack Fowler 216-297-5741	Job Teams Program 150 North Chestnut Ravenna, Ohio Erik Thompson, General Administrator 216-297-5531

BRIEF PROJECT DESCRIPTION: Experimental youth program for high school dropouts designed to improve their job attendance by creating work teams for manual labor modeled on athletic team competition. Program includes participants in a control group of noncompetitive teams.

MAJOR GOALS AND OBJECTIVES: To attain an average attendance rate of 86.8 in 6 months for experimental group, or significantly higher than a control group of participant youth.

ORGANIZATION: Prime sponsor operates program with no subcontracts, but 3 staff are full-time on this project. Project's General Administrator exercises considerable autonomy.

STAFFING: All staff hired for the program: general administrator, 2 clerical assistants, 4 counselors, specially trained under this grant for experimental group, and 4 supervisors for control group.

BUDGET:

Administration:	$ 34,521
Participant Wages:	159,681
Fringe Benefits:	42,709
Services:	124,275
	$361,186

RECRUITMENT PROCESS/CLIENT PROFILE: Until recently, general administrator personally recruited participants; now must use employment service for intake. Participants are 16-21, high school dropouts, including 50% women. "Reverse creaming" puts youth with greatest difficulties in control group.

ACTIVITIES: Assessment of records, interview and selection by general administrator. Medical exam required. Up to six months in PSE employment as laborer with no classroom component, followed by placement in other CETA slots. Coaches supply day to day counseling, CETA and staff supply crisis in ervention services. Both experimental and control groups get compensatory days off. A newsletter is published and award dinners are held. Successful program graduates will be compared for attendance and termination rates against comparable youth.

OUTCOME TO DATE: Of 53 participants in program up to May 1977, 12 have found PSE slots elsewhere, as planned, and 3 are in unsubsidized employment. 7 have dropped out or been terminated for various reasons.

PROGRESS/PROBLEMS: Problem attracting enough women; so will accept all women.

REPLICATION ISSUES: Requires a minimum of resources, but excellent, very dedicated staff.

DOCUMENTATION AVAILABLE: Publicity, informational brochures, participant newsletters are available.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Cameron County
County Courthouse
Brownsville, Texas
R.A. Ramon
512-546-2533

PROJECT
Demonstration Comprehensive Youth Training Program
1156 East Elizabeth, #304
Brownsville, Texas
Richard Evangelou
512-542-4351

BRIEF PROJECT DESCRIPTION: The project will provide 200 educationally and economically disadvantaged youth (potential in-school dropouts and dropouts ages 16-21) with comprehensive employment and training assistance and service including classroom training, OJT, work experience, job development, tutoring, counseling and other support services as needed.

MAJOR GOALS AND OBJECTIVES: The quantitative goals are to provide OJT for 50 youths for 20 hours per week at $2.30 an hour. Another 160 clients are to receive youth training and occupational development for 20 hours a week for 36 weeks.

ORGANIZATION: This is a prime sponsor administered program.

STAFFING: The project is staffed by a project director and at least 5 counselor/teachers.

BUDGET:

Administration:	$ 36,500
Wages:	112,700
Fringe Benefits:	8,847
Training:	89,525
Services:	39,074
	$286,646

RECRUITMENT PROCESS/CLIENT PROFILE: Clients are referred from local schools and the Texas Employment Commission. The project does its own recruitment as well. Clients have been 69 males and 112 females. 145 have been under 18 and 36 have been 19-21. 180 of the clients are in grades 9-11. 178 are Spanish American. 86 receive poverty assistance.

ACTIVITIES: Applicants are interviewed by a counselor/teacher regarding work history, educational attainment, degree of success in school and in personal occupational goals. Based on this and school files, the interests of participants are determined and substantiated in aptitude tests. The project provides classroom training, OJT, job development, job placement and work experience. Other services include child care, health care, tutoring in academic work and the provision of transportation allowances. An employer evaluates the client at least once a month. Staff visit training sites at least once a week.

OUTCOME TO DATE: 181 clients have been served. Of these 3 have been placed in jobs.

PROGRESS/PROBLEMS: The funding was late which made it difficult to coordinate with students' timetables. In addition, the business community has been slow in providing OJT position.

REPLICATION ISSUES: Can be replicated by any prime sponsor.

DOCUMENTATION AVAILABLE: There will be a project report.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
City of New Orleans, Mayor's Office
1300 Perdido Street
New Orleans, Louisiana
Emmett S. Moten, Jr.
504-586-4495

PROJECT
Youth Development Program
1300 Perdido Street
New Orleans, Louisiana
Morris Jeff
504-586-4212

BRIEF PROJECT DESCRIPTION: Project provides job development, job placement, OJT, counseling, and social support services to 325 disadvantaged youth to improve their future employability.

MAJOR GOALS AND OBJECTIVES: Provide income and work incentives to local youth by reducing barriers to gainful employment; provide access to area resources; increase clients' employability by offering skill training, self-image and job preparedness programs; increase local job opportunities through job and economic development and by changing employer attitudes.

ORGANIZATION: Project is a component of Office of Manpower and Economic Development Management System (OMED). Director of OMED responsible for program monitoring and evaluation.

STAFFING: 1 youth development coordinator; 1 assistant to the youth advocate to business; 2 counselors; 2 teacher/counselors; all are full-time staff.

BUDGET:

Administration:	$ 73,846
Allowances:	119,600
Staff Wages:	63,312
Fringe:	6,331
Training:	61,833
Services:	44,308
	$369,230

RECRUITMENT PROCESS/CLIENT PROFILE: Local community agencies, (e.g., Department of Employment Security, Youth Service Bureau Probation Department, etc.) rerer potential clients to Manpower Assistance Center (MAC) which determines client eligibility. Eligible referrals are enrolled in the Youth Development Program. Clients are disadvantaged, 16-21 and not in school full-time. Average participant age is 17; 40% juvenile offenders, 20% married, 95% minority.

ACTIVITIES: Youth Development Center Counselor assesses individual through interviews (job preferences, aspirations, skill levels, educational background, attitudes, self-image) and aptitude tests. A comprehensive employability program is developed for and with the client. Lead-up Program for 16-17 year olds. School program lasts six months and prepares youth for employment in skilled crafts, health services. Curriculum based on job preparedness and personal skills. Internship/Work Experience is crafts and health service OJT for 16-17 year olds, last six months of training. Vocational Readiness Program is for 18-21 year olds and is a 7 week job preparedness course with classroom training and OJT. Counseling and extensive support services (health care, mental health, legal aid, transportation, day care, food stamps and income maintenance referrals). No follow-up.

OUTCOME TO DATE: 189 clients served as of May, 1977. 5 placed in jobs, 1 completed training, 5 are still at first placement.

PROGRESS/PROBLEMS: Had to rewrite original grant. The goal of the new grant is to place 200 plus clients in a job readiness environment with an 8 month operating period. The OJT component was dropped. Project director feels 8 months is too short and should be extended to 12 months.

REPLICATION ISSUES: Should be replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Governor of New Mexico
P.O. Box 4218
Santa Fe, New Mexico
Benny E. Sanchez
505-827-3111

PROJECT
Balance of State Title III Program
604 Mountain Road, N.E.
Albuquerque, New Mexico
Art Armijo
505-842-3049

BRIEF PROJECT DESCRIPTION: The project will provide training in specific marketable skills, OJT, job development, a full-range of counseling, and other support services to 120 "most in need" unemployed youth (ages 16-21) in New Mexico.

MAJOR GOALS AND OBJECTIVES: The target goal is to place 60% of the clients (72) in unsubsidized employment. This will help to create a sense of competency, usefulness, belongingness, and power to the clients served.

ORGANIZATION: A state agency, the New Mexico Committee on Children and Youth (CCY) are subcontractors to the prime sponsor. The Governor's Office of Employment and Training (PS) monitors the project.

STAFFING: A project director and 7 youth placement agents are directly employed by the project. Additional staff including 4 area coordinators and a children services system coordinator will be utilized though not directly employed through Title III funds.

BUDGET:

Administration:	$ 38,052
Wages:	198,240
Fringe Benefits:	18,416
Services:	114,522
	$369,230

RECRUITMENT PROCESS/CLIENT PROFILE: Clients are referrd by the Employment Securities Commission, CCY, social services agencies and probate court. Others walk in. Thus far, the average age has been 17. 60% are Chicanos and 80% are returning to school.

ACTIVITIES: Intake testing is done by the Employment Securities Commission to identify attitudinal problems, reading and language barriers, physical or mental handicaps. An Employee Development Plan is designed. Vocational Training: basic and occupational education are provided. In addition, OJT slots, job placement positions are vigorously pursued. Other services: clients receive 1-6 hours counseling a week. Other support services are available from other funding sources (CETA Title I). Follow-up is performed in any systematic manner.

OUTCOME TO DATE: As of May, 1977, 114 clients have been served. 80 have completed training and 32 have been placed in full-time jobs.

PROGRESS/PROBLEMS: Quantitative goals are pretty much on target. The main problem has been that the clients want part-time jobs and the business community wants to provide full-time emloyment.

REPLICATION ISSUES: Should be replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: A project report will be available.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
City of Springfield, Missouri
Human Resources Department
299 E. Commercial
Springfield, Missouri
Chet Dixon, Director
417-862-0784

PROJECT
City of Springfield, Missouri
Human Resources Department
830 N. Boonville
Springfield, Missouri
Mary Schaeter
417-862-0784 x 43

BRIEF PROJECT DESCRIPTION: Program uses team counseling concept to foster attitudinal and behavioral change among 200 financially disadvantaged youth (14-18) by providing educational readiness, vocational and interpersonal counseling, transportation and other social support services.

MAJOR GOALS AND OBJECTIVES: To develop a model manpower development program to help potential school dropouts deal with their attitudes toward school, society and self that form barriers to achievement. The major goal is to provide youngsters with adequate vocational, educational and guidance counseling to complete their secondary education.

ORGANIZATION: The Human Resources Department administers the program through the City Offices.

STAFFING: Program operations director (full-time); 3 youth counselors (full-time); 3 tutors (part-time); 1 training and education coordinator; 1 clerk typist; 1 counselor (control group-part-time).

BUDGET:

Administration:	$ 14,292
Wages:	72,133
Fringe Benefits:	5,773
Services:	58,137
	$150,335

RECRUITMENT PROCESS/CLIENT PROFILE: Division of Family Services and school system major referral sources. Program eligibility determined by 41 item matrix. Clients are financially disadvantaged, 61% male, majority white, in 9th and 10th grade. Most from single parent homes with unemployed parent and average family size of 7.

ACTIVITIES: Intake: team develops 3 in-depth profiles: psychological, educational and vocational. Profiles determine major area of need. Vocational training: academic and work experiences divided into 3 levels according to client needs. Academic and paraprofessional tutoring. Clients generally have 2 hours counseling and 5 hours work experience per week. Graduating seniors are placed in jobs with supplemental vocational education courses. Other services: counseling - behavior modification, group and individual educational and vocational guidance. Personal services provided by part-time educational counselors: emergency transportation, physical examinations, emergency child care, food and housing. Follow-up: continuous program monitoring, analysis and evaluation. Data gathered on school attendance, dropout rate, grade point average for control and experimental groups. Work experiences evaluated from employer's perspectives. Post-testing on reading skills.

OUTCOME TO DATE: As of June, 198 clients served in work experience, training and counseling groups.

PROGRESS/PROBLEMS. No problems so far.

REPLICATION ISSUES: Should be replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Standard reporting forms. Handbook on replication and report on experimental design will be available August 31, 1977.

DURATION OF GRANT: September 3, 1976 to September 2, 1977.

PRIME SPONSOR	PROJECT
St. Louis Department of Human Resources 555 S. Brentwood Boulevard Clayton, Missouri Peggy Smith 314-889-2167	Youth Career Development Project 555 S. Brentwood Boulevard Clayton, Missouri Peggy Smith 314-889-2167

BRIEF PROJECT DESCRIPTION: Project is designed to hire and train 10 youth to serve as youth job and career developers. These youth are placed in Employment Service (ES) offices to provide vocational and personal counseling to local youth.

MAJOR GOALS AND OBJECTIVES: Train 10 youth in job development and placement techniques; assign them to Missouri State Employment Service to provide employment services to 3300 youth (16-21); to provide career information to county youth by personal appearances at job fairs, high schools, fraternal organizations, etc.

ORGANIZATION: Project administered by the Department of Human Resources which is responsible for funds disbursement, program monitoring and evaluation.

STAFFING: Coordinator of Youth Programs (part-time).

BUDGET:

Administration:	$ 15,600
Wages (clients):	71,500
Fringe Benefits:	10,500
Training:	6,000
	$103,600

RECRUITMENT PROCESS/CLIENT PROFILE:

Four area offices of Missouri Employment Service refer youth to Department of Human Resources. Youth Career Specialists are 16-21, unemployed or underemployed, possess high school diploma, GED, or some college, 3 male and 2 minority.

ACTIVITIES: Missouri Employment Service conducted two week training program for youth job developers. Classroom training in interviewing techniques, job development and placement skills, communication skills, small group dynamics; forms and procedures provided by Missouri ES for 2 week classroom training session with follow-up workshops. Youth career developers do employment service and outreach work; attend job fairs, send letter to prospective youth employers and recruit youth for jobs. Program coordinator holds follow-up sessions every two weeks with youth career developers to discuss progress/problems, develop outreach activities, etc.

OUTCOME TO DATE: 9 youth career developers have served 1497 youth seeking employment; 345 were placed in jobs and 597 terminated.

PROGRESS/PROBLEMS: Youth career developers were terminating clients too fast. Program coordinator intervened and encouraged career developers to wait before client termination. Human resources wants career developers to do outreach; ES expects career developers in office at all times. The job is not fully defined and clarified.

REPLICATION ISSUES: Agency must agree to take on young career developers. Career developer job duties must be clearly defined.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: September 3, 1976 to September 2, 1977.

PRIME SPONSOR	PROJECT
Pueblo County Manpower Administration 720 North Main Street, Suite 320 Pueblo, Colorado John Romaro 303-543-2951	Youth Employment Pilot Project 720 North Main Street, Suite 320 Pueblo, Colorado Rudy Krasovac 303-543-2951

BRIEF PROJECT DESCRIPTION: Project employs 34 economically disadvantaged youth on a part-time basis as part of a work experience or OJT component.

MAJOR GOALS AND OBJECTIVES: Project aims to provide youth with part-time jobs in the public sector, OJT in the private sector, income and career development counseling to enhance clients' future and present employability with participating employers.

ORGANIZATION: The Pueblo County Manpower Administration runs the project out of its Client Services Division.

STAFFING: 1 full-time program coordinator; 1 full-time counselor and job development specialist.

BUDGET:

Administration:	$ 4,205
Allowances:	7,791
Wages:	30,183
Fringes:	1,810
Training:	2,797
Services:	10,189
	$56,975

RECRUITMENT PROCESS/CLIENT PROFILE: Referrals are from 1976 Summer Youth Program. 40% males; 75% Spanish surnamed, 20% Anglo. All are high school seniors who have maintained a "C" average and meet CETA Title III requirements. Parent approval required for program participation.

ACTIVITIES: Vocational and general aptitude tests administered with summer counselors and program coordinator making final selection. OJT in private sector; work experience in public sector--cooperative employers selected (clients find jobs as records clerks, teachers' aides, health ward aides, administrative aides, dietary workers) and clients placed. Attempts made to place those not retained afterwards by employers or not wishing to continue their education through efforts of Employment Service and Job Develoment Unit. Career development sessions held twice monthly which parallel those of Title I and II and for which participants are paid. There are field trips to four companies. Monthly assessment of students; student assessments of jobs and program; required DOL reports and survey to assess participant benefits.

OUTCOME TO DATE: 34 clients served; 9 completed training (2 negative terminations).

PROGRESS/PROBLEMS: Recession made OJT placement difficult. Revised program placement and training objectives: all clients go through job preparation before OJT and work experience. Problem coordinating program with school schedules.

REPLICATION ISSUES: Replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Program handbook will be available.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Jefferson County CETA Administration
8790 West Colfax
Lakewood, Colorado
Edward Brantz
203-232-8020

PROJECT
Youth Employment Project
8790 West Colfax
Lakewood, Colorado
Henry F. Barr, Coordinator
203-232-8020

BRIEF PROJECT DESCRIPTION: Special services to economically disadvantaged youths who are entering the labor force at a competitive disadvantage. Only 16-18 year old youth are now being served.

MAJOR GOALS AND OBJECTIVES: To provide intensive manpower services to eligible youth in order to familiarize youth with world of work; provide a stable, positive work experience; impart job skills, vocational training and remedial education; place 110 youth in permanent, unsubsidized jobs; provide post-placement services to ensure youth in labor force for 30 days.

ORGANIZATION: Program development responsibility of program administration division of CETA prime sponsor. Referrals from many community agencies.

STAFFING: One program administrator, full-time; 2 career guidance counselors, full-time; secretary; student volunteers.

BUDGET:

Administration:	$ 26,332
Allowances:	5,000
Wages & Fringes	43,327
Training:	30,242
Service:	35,604
	$140,505

RECRUITMENT PROCESS/CLIENT PROFILE: Referrals from agencies. Title I eligibility standards. Clients: 13% in school, 30% Department of Corrections, 55% dropouts, 69% white, 2 black, 2 Native American; 15 Spanish American; 2 others served.

ACTIVITIES: Multidimensional assessment: job placement decision based on pertinent counseling reports, work records, school records, aptitude tests, and attitudes expressed in personal interviews with career counselor. Use of Singer career development package. Classroom training/education; OJT, job development, job placement, work experience. Other services include counseling (in every form), wilderness experience program, transportation, medical care, day care. Follow-up: 30 days after youth placed in unsubsidized job with particular stress on 1st weeks of employment when adjustment to work setting is most crucial.

OUTCOME TO DATE: As of June, 90 clients served. 37 currently enrolled. 32 placed or otherwise employed. 8 other positive, 14 negative.

PROGRESS/PROBLEMS: Required change of age in clients served (from 16-21 age group to 16-18) harder to place younger people in OJT. Higher illiteracy than expected. Transportation a problem. Goal achievement ahead of schedule.

REPLICATION ISSUES: Should be replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Final report. Possible future handbook.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
Alameda County Training & Employment Board 22738 Mission Boulevard Hayward, California Suren Dutia 415-881-6077	Alameda County Youth Program County Program for Poly Drug Using Youth 401 Broadway Oakland, California Ms. Lin Falk 415-874-7622

BRIEF PROJECT DESCRIPTION: This project provides vocational and prerequisite academic training in conjunction with drug counseling to youth 16-21 years old, poly drug users. Motivational counselor offers intense career planning and counseling while Project Eden counselors address all drug issues. Concurrently clients may attend classroom training in basic education and GED, prior to or concurrent with a work experience vocational training placement for 6 months.

MAJOR GOALS AND OBJECTIVES: To enhance the employability of participants, lead to employment opportunities and assist particpants in becoming economically self-sufficient. Goal is job placement of 11 of 45 participants, with 18 other positive terminations.

ORGANIZATION: Alameda County Youth Program subcontracts from Alameda County Training and Employment Board to manage the project. It works closely with Project Eden's counselors who contribute in-kind services.

STAFFING: 1 motivational counselor (full-time); 1 clerical intake worker (part-time); 5% director's time, 11.7% job developer; 50% payroll clerk.

BUDGET:

Administration:	$ 16,124
Training:	7,828
Services:	37,131
Wages:	23,400
Fringe:	800
Allowances:	35,100
	$120,385

RECRUITMENT PROCESS/CLIENT PROFILE: Project Eden, a community based drug counseling program recruits through its crises operation and counseling program. Of 33 clients served, 15 are women, 25 Spanish surnamed, 2 black, 11 public assistance recipients. Most are high school dropouts and Chicanos.

ACTIVITIES: Intake by motivational counselor at the Alameda County Youth Program to determine eligibility and suitability. Eligibility follows regular CETA guidelines and individual must be a nonopiate polydrug user. Vocational counseling provided by ACYP, referrals and drug counseling by Project Eden, basic education classes, work experience in skill area of choice and availability. Other services: supportive health, day care and transportation reimbursement are available. Follow-up: all positive terminations will be contacted at 30, 90, 180 and 270 day intervals.

OUTCOME TO DATE: 32 served, 1 placed in job, as of June, 1977.

PROGRESS/PROBLEMS: Contract did not begin until January, 1977. They are requesting continued funding.

REPLICATION ISSUES: Should be replicable by any prime sponsor where the need exists and a drug counseling program is available.

DOCUMENTATION AVAILABLE: A final report will be available.

DURATION OF GRANT: November 1, 1976 to October 31, 1977.

PRIME SPONSOR
Office of Human Resources
Honolulu Job Resource Center
79 South Nimitz Highway
Honolulu, Hawaii
Theresa Chun, Administrator
808-523-4541

PROJECT
Youth Employability Program
79 South Nimitz Highway
Honolulu, Hawaii
Robert Zimmerman, Coordinator
808-523-4101

BRIEF PROJECT DESCRIPTION: During a 90 day contractual period, high school dropouts and potential dropouts (14-21) are provided educational and employability services: youth counseling, work expeience, OJT and a GED (if necessary). When program ends, clients referred to local social service agencies of Title I programs.

MAJOR GOALS AND OBJECTIVES: To combat three youth employability problems--lack of high school diploma, lack of work experience and youth alienation. Objectives are to develop incentives to keep potential dropouts in school; provide counseling, work experience and methods to obtain GED to dropouts; and, provide a work readiness program.

ORGANIZATION: Administered by Office of Human Resources, City and County of Honolulu which is responsible for funds disbursement, program monitoring and evaluation.

STAFFING: 1 program coordinator; 3 counselors; 1 accountant.

BUDGET:

Administration:	$ 22,283
Wages:	171,072
Fringe Benefits:	6,099
Training:	22,810
Services:	37,736
	$260,000

RECRUITMENT PROCESS/CLIENT PROFILE: Local schools and youth service agencies refer potential clients to program. Participants must be disadvantaged, dropouts or potential dropouts. 65% male; 60% 18 and under.

ACTIVITIES: Intake: Most referrals tested by other agencies or schools. Occasionally, clients take California Achievement or GATB. Selection done by Honolulu Job Resources Center with Title I forms used to determine program eligibility. Vocational counseling is provided. Clients placed in subsidized jobs or referred to Honolulu Community College to obtain GED. Before client termination, counselor develops a future employment goal program for each participant. Other services: supportive Title I programs and services are available including day care, medical and legal assistance, etc. 180 day follow-up.

OUTCOME TO DATE: 250 clients served with 6 placed in unsubsidized jobs.

PROGRESS/PROBLEMS: Hard to find "sympathetic" employers to hire youth in jobs, even when subsidized.

REPLICATION ISSUES: Should be replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Standard reporting forms with final report.

DURATION OF GRANT: October 5, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
Pierce County Manpower 2401 South 35th Street Tacoma, Washington Ms. Frances Herrick 206-593-4940	Youth Career Guidance Program 2401 South 35th Street Tacoma, Washington Ms. Jan Felt 206-593-4940

BRIEF PROJECT DESCRIPTION: 5 career guidance counselors work in County Youth Service Centers to provide counseling and information to under/unemployed youth (including high school dropouts) regarding opportunities and needs of area work world. Dropouts and potential school dropouts are a special target group and receive assistance with high school completion. Counselors develop a career profile, arrange work experience opportunities for economically disadvantaged youth, make referrals to vocational and other post secondary educational programs, and develop relations with local employers for potential job placements.

MAJOR GOALS AND OBJECTIVES: To provide highly visible work experience programs aimed at enhancing employability. To provide the community with services they might not ordinarily afford. To provide career guidance and direction for the segment of youth most likely to be forgotten by society.

ORGANIZATION: The Pierce County, Washington, Prime Sponsor operates the program. The Prime Sponsor provides payroll and support services, backup for CETA eligible participants and other manpower services such as placement and referral to other CETA programs. Youth services centers provide space to career guidance counselors and to participants.

STAFFING: 1 project manager, 1 clerk assistant, 5 guidance counselors, all full-time.

BUDGET:

Administration:	$ 35,214
Services to Participants: (includes counselor wages)	91,863
Participant Wages & Benefits:	272,923
	$400,000

RECRUITMENT PROCESS/CLIENT PROFILE: Referrals are from juvenile courts, peers, youth centers, school counselors, and administrators. Most enrollees are 16-18 years old, in school or without a high school diploma. About 50% are male, 50% female.

ACTIVITIES: Evaluations based on school and work records, personal and family interviews. Work experience job slots are developed by joint efforts of program staff and local nonprofit and governmental agencies. Wages are $2.30/hour with emphasis on developing experience and building self-esteem, rather than on skills training. Counseling is the backbone of the project--from development of needs and career profile to referral to support agencies and manpower services. Support services are for emergency medical/ dental care, transportation to job/site interviews, registration fees to vocational schools (if necessary). Follow-up occurs at 30-60-90 days and 1 year. Nonpositive terminees will receive follow-up 60 days after termination in the form of a questionnaire. An exit interview is administered to all participants as they leave the program for feedback about program, skills acquired, counseling received, etc.

OUTCOME TO DATE: There have been 159 participants in work experience program; 102 in counseling only. There have been a total of 261 enrollees, with 80 terminations. Of the terminations, 11 have entered unsubsidized employment, 53 are other positive, and 16 nonpositive terminations (as of May 31, 1977). The program goal is to serve 317.

PROGRESS/PROBLEMS: Project manager would like the freedom to place participants in other than nonprofit government funded jobs. Employers and communities have expressed a general improvement in their concept of this segment of youth and a renewed faith in their value and potential.

REPLICATION ISSUES: Replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Battery of statistical data available on request as well as evaluation form an open-ended questionnaire.

DURATION OF GRANT: October 1, 1976 to Sepember 30, 1977. Possible 3 month extension.

EX-OFFENDERS

PRIME SPONSOR
Cumberland County Commissioners
142 Federal St. Portland, Maine
J.E. Lyons, Executive Director
207-775-5891

PROJECT
Project Thruway
107 Elm Street, Portland, Maine
Ellen Perez
207-775-5891

BRIEF PROJECT DESCRIPTION: A short-term program to meet the employment and employability needs of offenders through skills training, inculcation of positive work habits, attitudes, and behavior patterns, concentrated application of job development and strategic intervention and counseling in personal and familial situations and in the use of free time. If incarcerated, may apply to program when eligible for work release (up to 6 months before release).

MAJOR GOALS AND OBJECTIVES: Primary objective is to bring the unemployed and underemployed to full employment. Goals for termination:

	#	# positive
Work Experience	83	68
OJT	32	28
Other than classroom	10	10

Overall termination	125
Positive	106
Placements	96
Other	10
Negative	19

ORGANIZATION: Operated by CETA office. Considerable support is provided by criminal justice agencies and other service agencies.

STAFFING: Coordinator, 2 counselors, 2 job developers, 1 secretary/ receptionist.

BUDGET:

Administration:	$ 22,252
Allowances:	5,520
Wages	73,265
Fringe Benefits:	6,593
Training:	46,700
Services:	45,670
	$200,000

RECRUITMENT PROCESS/CLIENT PROFILE: Participants selected from Maine Correctional Center (MCC), Maine Youth Center, Maine State Prison, Cumberland County Jail, Maine and Federal Department of Probation and Parole, and Pharos House, plus referrals from other sources such as Alcoholics Anonymous. Average age is early 20's, males: 75% have alcohol problems; poor work histories; 45% have no GED or high school diploma.

ACTIVITIES: Assess client background and needs with GATB and Birkman. Employment counseling, pre-vocational classroom training, educational classes, (remedial education, clerical training), other than classroom training, job development through public relations and contact with employers; OJT for job ready participants, work experience (placement on public or private nonprofit job site). Other services: individual and group counseling, driver education, free bus tickets; up to $50 for medical-dental care, and social skills training. Follow-up: Once a week contact during first 2 months, contact with employer on an "as needed" basis, follow-up contact with employer for 3 months after unsubsidized placement.

OUTCOME TO DATE: As of June 1977, 105 clients served; 61 terminated--48 permanent unsubsidized, 3 other positive, 10 negative (3 to jail).

PROGRESS/PROBLEMS: Project too short-term to meet all client needs. Difficult to find good work experience sites due to poor labor market and some negative attitudes from industry. Need more long-term vocational training. Better referral and job development recently.

REPLICATION ISSUES: Should be replicable by any prime sponsor if sufficient support is available from criminal justice agencies and other service agencies.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
Niagara County Manpower Development and Training, Niagara County Courthouse Lockport, New York 716-434-6339	Ex-Offender Program County Courthouse Lockport, New York Mark Fiorello 716-434-9191

BRIEF PROJECT DESCRIPTION: Ex-offender program for soon to be released inmates, offering training in social, academic and vocational skills with a BOCES (vocational school) program, work experience slot or OJT position.

MAJOR GOALS AND OBJECTIVES: To increase employability and employment rate of ex-offenders. To outreach 680 eligible inmates, select 51 appropriate for CETA program, enroll 31 in BOCES course, 30 in OJT and 33 in work experience.

ORGANIZATION: Operated by prime sponsor, with two new CETA staff hires for this project. NYS Department of Correctional Services, NYS Division of Youth and the Niagara County Probation Department provide referrals.

STAFFING: Project coordinator, 1 counselor/service aide (part-time); 1 typist.

BUDGET:

Administration:	$ 40,242
Allowances:	71,587
Wages:	87,360
Fringe:	10,614
Training:	59,266
Services:	11,217
	$280,286

Modification granted to use planned second counselor's salary (services) and OJT money for work experience and classroom training.

RECRUITMENT PROCESS/CLIENT PROFILE: Agencies cited above refer up to 60 days before eligible client's release. Project staff screens. Planned for 26 aged 16-18; 48 ages 19-25; and 30 aged 26 and over; with sex ratio of eligible population. Actual client profile about 80% male, 85% white.

ACTIVITIES: Intake: Staff counselor visits each applicant in prison; explains program, assesses eligibility; and if selected, client is enrolled in one of three programs before release. BOCES training: 23 weeks in one of 4 trades or 46 weeks in one of 3 others; 25 hours/ week at $2.30/hour allowance. Work experience: short-term placement in public or nonprofit agency, or OJT in specific trades with no classroom component. Other services: Work Therapy Counseling. Follow-up: Planned at 5, 30, 60, 90 days after placement; counselor prepares follow-up report. Supervisory follow-up forms submitted for each client by instructors or supervisors. Client can submit optional participant comment form.

OUTCOME TO DATE: As of May, 1977, 55 clients enrolled in BOCES; 5 of 11 in classroom training have finished; 8 others placed in jobs, full-time.

PROGRESS/PROBLEMS: Expect to achieve goals but be underspent at year's end due to late start. Budget modification adjusts to clients needs, applying some OJT money to work experience slots.

REPLICATION ISSUES: An added component to overall CETA program, highly replicable.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977; extension expected.

PRIME SPONSOR
County of Onondaga Manpower
Civic Center, 421 Montgomery St.
Syracuse, New York
Eulas Boyd

PROJECT
Intervention II
YWCA, 339 Onondaga Ave.
Syracuse, New York
Marie Sidoti, Director
315-422-3123

BRIEF PROJECT DESCRIPTION: This program offers women ex-offenders clinics in job readiness and basic life skills, work therapy and counseling or referral to resolve other barriers to employment (e.g., legal, medical, housing), so that clients will be ready for the work world.

MAJOR GOALS AND OBJECTIVES: To overcome participants' attitudinal and logistic barriers to employability. To reduce recidivism. Targets are to enroll 100; to place 75% of program graduates in training programs or job placement.

ORGANIZATION: Prime sponsor subcontracts to YWCA which houses and operates program. The YWCA Executive Director is the program administrator; her assistant is the on-line supervisor. The YWCA Board of Directors serve on the project steering committee.

STAFFING: Six full-time, 2 part-time staff: project administrator, 1 intake counselor, both part-time. Assistant administrator, 2 job readiness counselors and 2 probation officers. 2 general counselors, one at Y, one visits inmates.

BUDGET:

Administration:	$ 14,037
Allowances:	2,860
Training: (supplies, consultants for work therapy sessions)	6,500
Client Services: (includes counselors' salaries)	79,134
	$102,531

RECRUITMENT PROCESS/CLIENT PROFILE: Recruitment by staff; outreach to correctional institutions, or referrals from probation and parole. Participants must be ex-offenders without jobs or family support or setting, not job-seeking or attending school. Clients served typically have custody problems, wide range of offenses, abilities, ages, needs.

ACTIVITIES: Orientation is group sessions; each client and counselor prepares her "life and work plan," client enters group social activities prior to Job Readiness Clinic. Job Readiness Clinic, focusing on personal and social skills, money management, parenting, tapping community resources and health. Work therapy sessions strengthen confidence, skills through interview role plays, group counseling. Crisis housing at Y; referrals and counseling to solve each individual problem. All clients become YWCA members and are encouraged to participate in its activities. Participants channelled to city and county CETA and jobs; hope to achieve exit interviews for 95%. After placement through other Titles, this project to follow-up informally.

OUTCOME TO DATE: As of June, 1977 95 have entered program (40 now active). 12 have job placements. Many are planning to finish high school. Most still have medical/legal/other problems. Only 2 women have been rearrested.

PROGRESS/PROBLEMS: The assistant director is anxious to have residency requirements clarified (i.e., based on home town, correctional institution, or place of arrest. Some clients need more time in program.

REPLICATION ISSUES: Desirable program where there are correctional facilities, effective service agencies, and facility such as YWCA to house program. Requires extremely dedicated staff to meet range and extent of participants' problems.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: November 15, 1976 to November 14, 1977.

PRIME SPONSOR	PROJECT
Prince William County Manpower Programs 9300 Lee Avenue Manassas, Virginia Andrew Moore 703-368-9171 x 249	Skill Training Employment Placement Upward Projects 9410 North Battle Street, #2 Manassas, Virginia Robin Leist 703-361-9139

BRIEF PROJECT DESCRIPTION: STEP-UP provides vocational counseling, limited OJT, job placement and follow-up to male and female offenders, and occupational skill training. Project emphasizes development of employer contacts.

MAJOR GOALS AND OBJECTIVES: Clients receive attitudinal, behavioral and community service awareness and sensitivity training to facilitate transition. Vocational counseling and career development provided to enhance prospects of employability. Employers are made more sensitive to needs of clients and receive technical assistance to redesign jobs. Efforts are made to place female clients in nontraditional jobs. Contact is maintained with Probation and Parole officers.

ORGANIZATION: Branch of an existing Title I program. Project Director in central office of STEP-UP in Norfolk provides guidance. Close ties are maintained with Apprenticeship/Outrach Program, Bureau of Apprenticeship Training, building and construction leaders.

STAFFING: Director, in Norfolk, part-time; supervisor/offender specialist, job developer, secretary/bookkeeper, all full-time.

BUDGET:

Administration:	$12,500
OJT Allowance:	4,140
Training:	8,988
Services:	37,060
	$62,688

RECRUITMENT PROCESS/CLIENT PROFILE: Most referrals from Probation/Parole officers. Also flyers are distributed to reach ex-offenders who have no supervision. No client profile available.

ACTIVITIES: GATB testing is performed in penal institutions prior to release. Vocational counseling provided to develop employability plan. OJT positions provide promised placement after training is completed. Community skill training classes allow for upward mobility of clients and build self-esteem. Emphasis is on "sensitizing" employers. Other services: occupational training, tuition paid. Offender specialist will contact employers weekly in first three weeks, then at 1, 2, 3, and 6 month intervals.

OUTCOME TO DATE: As of May 2, 1977, 111 clients enrolled in program, with 49 job placements, of which 43 are in first job and 6 are in second job.

PROGRESS/PROBLEMS: Many clients in need of schooling and/or vocational training and have been referred to GED and vocational training programs. Also, job slots must be within walking distance as there is no public transportation and clients don't have cars.

REPLICATION ISSUES: Replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Evaluations will be done by Federal Representatives in June.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Macomb County Community Services Agency
59 N. Walnut
Mt. Clemens, Michigan
Edward Bonior
313-469-5220

PROJECT
Macomb County Sheriff's Department
Rehabilitation Center
43565 Elizabeth Rd., P.O. Box 568
Mt. Clemens, Michigan
Michael Busch
313-469-5517

BRIEF PROJECT DESCRIPTION: A vocational training program in electronics or auto repair for sentenced or detained inmates. Average participation expected to be 13 weeks. Inmates can then finish training through Title I, or CETA will aid in job placement. Job development for releases and other support services provided.

MAJOR GOALS AND OBJECTIVES: Rehabilitate and train 210 inmates, total for the program. Provide vocational training in electronics and auto repair and provide individual vocational and related counseling to inmates.

ORGANIZATION: Run in the Macomb County Jail Rehabilitation Center by prime sponsor. Vocational coordinator was with the agency previously and now is located at jail to run program.

STAFFING: Vocational coordinator, instructor in auto repair, instructor in electronics repair, volunteer coordinator, 25 volunteers.

BUDGET:

Administration:	$ 15,450
Training:	104,502
Services:	18,795
	$138,747

RECRUITMENT PROCESS/CLIENT PROFILE: Intake/Discharge Counselor (funded by LEAA) interviews and orients all inmates detained/sentenced for more than 72 hours. Current client profile--all males; 27 white, 4 black, 1 Native American; 2 age 18 and under, rest 19-44; 10 without high school degrees, 8 with high school degrees, rest unknown. Women will be admitted in July.

ACTIVITIES: Basic data gathered by Intake/Discharge Counselor. Selected referrals made to Diagnostic Classification Staff who assess needs, develop treatment plans, etc. Offenders without severe psychosocial problems vocationally tested. Those without behavior problems are allowed into Rehabilitation Center for programs. Vocational coordinator interviews and tests to determine type of job client suited for. Intake/Vocational Counselor refers accepted clients to vocational instructor for course. 20 hours per week training in auto repair or electronics. Motivated students can attend 2 sessions a day; 40 hours per week. Vocational counseling provided to inmates not in classes. Job development and placement or referral to Title I training program arranged. Volunteers visit inmates' families, provide any needed help when inmate released. Discharge Counselor and Vocational Coordinator work on placement for releasees.

OUTCOME TO DATE: As of June 28, 1977, 51 clients served. 30 in classes, 5 terminated for behavior problems. Some became trustees, and thus had to leave program. 1 unemployed. 3 referred to further Title I training. 3 in unsubsidized employment.

PROGRESS/PROBLEMS: Project only started April 1. Can train only 36 at a time, but will reach goal.

REPLICATION ISSUES: Adequate and appropriate space for auto repair classes. Existence of auto repair and electronics jobs in areas people returning to. Provision of training just prior to release. Need for intake and classification staff--if not already at facility would have to be hired.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: Originally January 1, 1977 to December 31, 1977 but because Rehabilitation Center, where the vocational training was to be located, was not completed by January, 1977, the start of the grant was delayed until April 1, 1977 and will run to March 31, 1978.

PRIME SPONSOR	PROJECT
Black Hawk County, Iowa Black Hawk County Courthouse Waterloo, Iowa David Mazur 319-291-2547	Women Offenders Program KWWL, Franklin & 4th Streets Waterloo, Iowa Beatrice Allen 319-291-2547

BRIEF PROJECT DESCRIPTION: The project provides classroom training, OJT, work experience, counseling, job development and placement, job advocacy and supportive services to 50 women offenders.

MAJOR GOALS AND OBJECTIVES: The goals of the project are to provide job training and employment opportunities for women offenders. By doing this and through emphasizing areas of relatively undersupplied labor positions, the project staff hope to place 37 of the 50 participants in unsubsidized employment.

ORGANIZATION: The project is administered by the CETA prime sponsor.

STAFFING: The project is staffed by a manpower specialist and a part-time volunteer graduate student who is doing a practicum. A local women's center donates training and workshops in assertiveness and job preparation.

BUDGET:

Administration:	$ 20,000
Allowances:	40,000
Wages:	14,000
Benefits:	4,000
Training:	14,000
Services	8,000
	$100,000

RECRUITMENT PROCESS/CLIENT PROFILE: Most of the clients are referred from 4 local facilities of the Department of Court Services. Approximately half the clients have been black.

ACTIVITIES: The assessment of clients is done by the manpower specialist using GATB and Performance Level Testing. She assesses work history, education, SES background, goals and attitudes. Every client takes a 2-week career assessment program as well. Project staff provide classroom training and job development. They also secure OJT slots, solicit job interviews, provide work experience, as well as assist clients in drafting resumes and acquiring references. If necessary, staff and employer provide job restructuring for participants. Job and personal counseling are an integral part of project services. Transportation, child care, health care and family planning are also available through stipends. The manpower specialist checks performance of client within 90 days after termination from the project.

OUTCOME TO DATE: A total of 51 women offenders have or are receiving training; of these 12 have been placed.

PROGRESS/PROBLEMS: The majority of offenders are difficult to place because of employers' attitudes.

REPLICATION ISSUES: A project of this nature requires close associations with the business community. This is necessary to ensure OJT slots and work experience positions for offenders, a difficult population to provide employment for.

DOCUMENTATION AVAILABLE: The manpower specialist is preparing a handbook. The prime sponsor will prepare a report on the nature, structure, procedures and effectiveness of the project once it has terminated.

DURATION OF GRANT: September 7, 1976 to December 31, 1977.

PRIME SPONSOR	PROJECT
Sacramento-Yolo Employment & Training Agency 1225 8th Street Sacramento, California Sylvia Navarre 916-441-4380	Parole/Probation Jobs Program 1225 8th Street Sacramento, California Lou Cushenberry 916-441-4380

BRIEF PROJECT DESCRIPTION: The project is staffed by ex-offenders and is established to assist parolees/ probationers in securing jobs. The jobs are subsidized for one year after which the Department of Corrections (DOC) will support a few positions. Counseling support, funds for education and other support services are provided.

MAJOR GOALS AND OBJECTIVES: The goals are to provide employment for 25 parolees/ probationers in correctional jobs with civil service status, provide evaluative findings to DOC for consideration of statewide expansion, and to aid offenders in securing gubernatorial pardons.

ORGANIZATION: The program is administered by the prime sponsor.

STAFFING: The staff consists of 1 director, 2 counselors (1 full-time, 1 part-time), 1 secretary and a part-time accountant.

BUDGET:

Administration:	$ 43,296
Wages:	193,452
Fringe:	27,872
Training:	4,470
Services:	30,910
	$300,000

RECRUITMENT PROCESS/CLIENT PROFILE: Clients are referred from the DOC and CETA Title I programs. Of 29 clients, 7 have been women, and 10 are from minority groups. The offenders range from juvenile alcohol users to murderers.

ACTIVITIES: Once selected, clients attended a 3 day orientation session to the world of work and then started jobs which are to last for one year. There is direct placement in correctional jobs. The program pays tuition expenses and also pays for attendance at conferences or workshops that are job-related. Funds are available for tools, work clothes, transportation and other support services. Counselors contact participants regularly providing advice and assistance in personal and job-related problems. There are also monthly rap sessions.

OUTCOME TO DATE: As of June, 1977, 4 clients have been placed in unsubsidized jobs.

PROGRESS/PROBLEMS: To get the Department of Corrections to pick up on positions that the clients are placed in for one year, the incumbent must gain civil service status, which entails an examination and previous job experience. The clients are not competitive on either criterion.

REPLICATION ISSUES: Replication requires a Department of Corrections which agrees to accept ex-offenders for employment.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: November 1, 1976 to October 31, 1977.

RURAL

PRIME SPONSOR	PROJECT
St. Lawrence County (New York) Court & Judson, Canton, New York Carlton L. Doane 315-379-2246	Assistant Manager & Agricultural Workers Court & Judson, Canton, New York Alson Caswell, Coordinator 315-379-2246

BRIEF PROJECT DESCRIPTION: Rural program to retrain and upgrade skills of displaced dairy farmworkers, and provide training in supervision and job restructuring to prospective OJT employers.

MAJOR GOALS AND OBJECTIVES: Enroll 20 adults to qualify for farm management positions and 30 young adults for training in farm equipment operation; to place 40 of 50 enrollees.

ORGANIZATION: CETA coordinates program. Subcontract to Canton Ag-Tech College provides work experience and classroom training; State Employment Services's rural representatives and Volunteer Consultant Group contribute assistance.

STAFFING: Full-time special program coordinator; full-time clerk/typist. Subcontract to Canton Ag-Tech College provides trainers and placement officer; 6 volunteer advisors.

BUDGET:

Administration:	$ 30,420
Allowances:	36,750
Participants' Wages & Benefits:	24,735
Training:	55,500
Client Services:	16,660
	$164,065

RECRUITMENT PROCESS/CLIENT PROFILE: CETA staff and rural farm representatives of New York State Employment Services recruit. Some media publicity. Title I eligibility criteria. Management course participants are 18-45, with one woman. Machine operators are 18-22, older than expected.

ACTIVITIES: New York State Employment Services, in cooperation with CETA staff, interviewed applicants. Two vocational training courses: (1) 600 hours at Canton Ag-Tech College with up to 100 days OJT, for 20 adults in farm management; and (2) 120 hour course for young adults in farm equipment operation with additional hours in OJT. Canton Ag-Tech developed curricula for training. Personal counseling, basic and transportation allowances are given. Program coordinator of prime sponsor is available to counsel placed workers. Clients will fill out questionnaires when course completed.

OUTCOME TO DATE: Courses not complete as of April 23, 1977. Of 22 enrollees 3 had returned to former jobs, 2 dropped out, 4 placed at higher than usual pay on local farms.

PROGRESS/PROBLEMS: Expanded farm equipment course to adapt to local farmer's needs is necessary.

REPLICATION ISSUES: This approach to displaced workers could be applied to other industries, where employers willing to restructure jobs, and training facilities available. This program is new to the dairy industry.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Richmond Area Manpower System
1113 W. Moore St.
Richmond, Virginia
Ralph E. Leach, Manpower Administrator
804-780-8377

PROJECT
Mobile Education Training Program
Powhatan-Goochland Community Action Agency
Rt. 1, Box 1-D, Powhaten, Virginia
Frank Harris, Project Director
Rick Bell, Lead Teacher
804-598-3351

BRIEF PROJECT DESCRIPTION: The project brings remedial education and job-related education and information to rural poor residents of 2 counties. Job information, classroom instruction and guidance related to personal budgeting, placement referrals, health remediation, job-seeking techniques and test-taking are provided by teachers traveling in mobile units. Expect 240 clients to be reached.

MAJOR GOALS AND OBJECTIVES: To overcome lack of transportation in rural areas by taking education to people. To award GED certificates to approximately 10%, provide job-related information to 40% of clients served. To refer estimated 50% of clients served to Title I placement services and/or Virginia Employment Commission (VEM) for job placement with an expected placement of half. To demonstrate replicability by transferring service to 2 sister counties in latter half of program.

ORGANIZATION: Prime sponsor administers program and subcontracts to Powhatan-Goochland CAA. P-GCAA hires teachers and provides technical assistance, monitoring, linkage with support agencies.

STAFFING: Full-time staff: 5 teachers, 2 jobmobile technicians, 1 bookkeeper. Part-time staff: P-GCAA coordinator/ monitor, prime sponsor administrator.

BUDGET:

Staff Wages and Fringe Benefits:	$ 63,265
2 Mobile Units and Equipment:	119,226
Administration Costs, including Bookkeeper:	26,424
Allowances:	74,520
(310.50 x 250 participants)	$283,435

RECRUITMENT PROCESS/CLIENT PROFILE: Recruitment via door-to-door interviews, flyers, referrals from local churches or schools. Clients are rural adults economically disadvantaged (22+ years); rural youth (17-21) under/unemployed; rural handicapped, veterans, offenders; other CETA eligibles not covered above.

ACTIVITIES: Intake carried out in mobile units by Jobmobile technicians; screening and testing by ABLE standards to determine grade level; educational diagnosis made by teachers. Remedial education geared to enhance employment prospects. "Classroom" instruction for each participant up to 3 hours per week in each community with approximately 6 hours of homework. Visitng teachers will spend additional estimated hour in each home each week to provide follow-up instruction and guidance. Counseling on job market conditions, employer/employee relations, vocational-occupational pursuits. Some personal and financial/budgetary counseling provided when necessary. Supplies, teaching aids, learning kits available in vans to all participants. Upon completion of METP, clients are referred to Title I CETA for additional support services, OJT opportunities, skill training, work experience and placement opportunities.

OUTCOME TO DATE: As of May 1, 1977, there are 152 participants enrolled in the program, with 140 presently receiving full spectrum of vocational upgrading techniques.

PROGRESS/PROBLEMS: Grade level of participants drastically below expected level; therefore, potential job search services delayed because more time than expected is being spent on very remedial education. Lead teacher suggested only a very small percent of enrollees would rech a point where they would be ready for referral to Employment Service according to plan schedule.

REPLICATION ISSUES: Replication possible by any prime sponsor, although jobmobiles must be purchased and equipped.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Tulare & King Counties Comprehensive
Manpower Agency
1620 West Mineral King Avenue
Visalia, California
Robert Scott
209-733-4387

PROJECT
Job Training for Rural Women
1620 West Mineral King Avenue
Visalia, California
Susan Raycraft
209-733-4380

BRIEF PROJECT DESCRIPTION: The project emphasizes nontraditional placements. Work experience and counseling take place in first 3 months, then OJT or unsubsidized placement takes place.

MAJOR GOALS AND OBJECTIVES: To strengthen and expand job opportunities and placement services for rural women. To prepare rural women to take advantage of these opportunities. To eliminate barrier to equal employment. To offer work experience to 50 women and OJT to 40 women.

ORGANIZATION: Operated by prime sponsor. The project director was hired specifically for this project. Industry Task Force helps identify jobs and problems for clients.

STAFFING: Project coodinator, half-time counselor, half-time placement specialist.

BUDGET:

Administration:	$ 18,000
Wages:	71,500
Fringe:	8,000
OJT	40,000
Services:	38,000
	$175,500

Grant modificaton eliminates $10,000 of OJT and replaces it with 2 job developers.

RECRUITMENT PROCESS/CLIENT PROFILE: Recruitment by rural outreach centers, employment service and local newspaper ads. Also agency referrals. The rural women are 3% black, 20% Chicano, with an average of 11th grade education. Ages range from 19-38 with an average of 23-26.

ACTIVITIES: Local community college offers occupational interest tests. Project offers one day counseling and 4 days work experience for 3 months. Work experience provided in freeway maintenance, police and fire departments and county maintenance (carpentry, painting and mechanics). Placement in OJT follows. Child care and transportation are provided. 30, 60, and 90 day follow-ups. Placed women come back to talk to other clients.

OUTCOME TO DATE: As of May, 1977, 60 have been served. 11 completed training. 9 placed (all still in first placement).

PROGRESS/PROBLEMS: Project director feels understaffed. Low salaries have caused staff turnover. Originally grant planned for 30 to go directly to OJT; training needs showed that only 10 could bypass work experience. Having a difficult time interesting small employers in women in OJT for nontraditional jobs.

REPLICATION ISSUES: Although the project was for rural women, the activities would apply to any prime sponsor.

DOCUMENTATION AVAILABLE: Standard progress reports.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
City of Merced Manpower Department 2222 M Street Merced, California Jimmie Flowers 209-726-7324	New Career Opportunities for Women 2222 M Street Merced, California Eddy Tate 209-726-7317

BRIEF PROJECT DESCRIPTION: The project will recruit and select 36 economically disadvantaged rural women with basic skills who will be provided job training, academic exposure, intensive personal support, job placement and other support services for a one year period.

MAJOR GOALS AND OBJECTIVES: To encourage rural women to enter nontraditional occupations, to provide economic equity to women in Merced County and to remove barriers to rural female employment.

ORGANIZATION: Operated by the prime sponsor.

STAFFING: A program coordinator and an employment and training counselor, both full-time.

BUDGET:

Administration:	$ 13,472
Services:	60,451
Training:	24,920
Wages:	38,880
Fringe:	3,190
Allowance:	61,868
	$202,781

RECRUITMENT PROCESS/CLIENT PROFILE: Recruitment by program staff and CETA staff. Most referrals are from the Community Action Agency. All 36 clients are women heads of households with an average age of 27. More than half receive welfare and two-thirds never held a job. 9 are Hispanic, 5 black and 22 white.

ACTIVITIES: The employment and training counselor assesses applicant qualifications. General testing is optional. Tests include the Kuder Occupatonal Interest Survey, General Aptitude Test Battery, California Psychological Inventory and Merced College Placement Tests. Classroom training, OJT, work experience, job placement, assertiveness training, job preparation and workshops on problems for women in the work world. Training offered includes animal health technician, wastewater plant operator, machinist, claims representative. Aside from intensive personal support, the clients can access health care, child care, transportation, tutors, clothing assistance and other services. Follow-ups are done on a 30, 60, 90, and 180 day basis. Both employee and employer satisfaction are determined.

OUTCOME TO DATE: 35 clients have been served. Though training is not completed, 2 women have been placed.

PROGRESS/PROBLEMS: The major problem was clients failing to show up for work at appointed times. The project coordinator took a "hard line" approach and was more successful.

REPLICATION ISSUES: Replicable by any prime sponsor.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: January 1, 1977 to December 31, 1977.

OLDER WORKERS

PRIME SPONSOR
New York Balance-of-State
Room 563, Building 12
State Office Campus
Albany, New York
Helen Storey
518-457-5011

PROJECT
Homemaker Home Health Aide Training Program
New York State Office for the Aging
Agency Building #2, 3rd Floor
Albany, New York
John Snyder, Program Coordinator
518-474-1946

BRIEF PROJECT DESCRIPTION: This program trains older workers to be visitng health aides to homebound, physically dependent rural elderly.

MAJOR GOALS AND OBJECTIVES: To train 90 participants for employment by various local service agencies; to provide alternative to long-term institutional care to homebound elderly.

ORGANIZATION: The state's Office for the Aging acts as lead agency, linking local advisory committees and local lead agencies, throughout the state, which receive funds to subcontract for their own training and service programs.

STAFFING: 1 full-time coordinator and program specialist, and 2 half-time program specialists. Local lead agencies employ RN supervisor, trainees and clerical support as needed.

BUDGET:

Administration: (including funds to localities)	$ 43,349
Wages:	139,038
Benefits:	15,294
Training:	59,715
Services:	68,595
	$325,991

RECRUITMENT PROCESS/CLIENT PROFILE: Recruitment at local level by offices of State Employment Service and local Manpower Offices with referrals from the Department of Social Services, Public Health nursing services and County Offices for the Aging. Participants are 55 or older, in good health.

ACTIVITIES: Applicants screened by local advisory boards, assessed for attitude and ability. Physical certification from doctor is required. Minimum 60 hours of classroom training and work experience supervised by prospective employing service agency, using developed New York State guidelines and curricula. Training typically conducted by local BOCES extension. Other services include travel allowances, counseling and referral as needed, e.g., for housing and relocation. Placement is coordinated by RN Coordinator with cooperation of Departments of Health and Social Services and the Office of the Aging; trainees are monitored at 30 day intervals.

OUTCOME TO DATE: As of April, 1977, screening was underway but no training had started.

PROGRESS/PROBLEMS: So interactive with various state age cies that scheduling and coordination is difficult. Late start due to illness of original director; requesting DOL modification to extend program May 1, 1977 to April 30, 1978.

REPLICATION ISSUES: Proposal already developed, but difficult to administer. Decentralized system is difficult to coordinate.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: November 1, 1976 to October 31, 1977 with a request to extend through April 30, 1978 submitted.

PRIME SPONSOR
Board of County Commissioners, Lee County
P.O. Box 398
Ft. Meyers, Florida
L.H. Whan
813-335-2259

PROJECT
HEART
3800 Michigan Avenue
Ft. Meyers, Florida
Oliver Payne, CETA Director, or
Joan Steele, Project Director
813-334-8184

BRIEF PROJECT DESCRIPTION: Project is a continuation and expansion of award-winning "HEART," a current program for Senior Citizens (55+) funded through CETA Title I. Trains senior citizens as Health Aide/Homemakers and places them in jobs. Basic concept is to train Senior Citizens and older workers to become Health Aide/Homemakers serving their own indigent peer groups.

MAJOR GOALS AND OBJECTIVES: To train 140 older workers as Health Aide/Homemakers. Resolve problem of age discrimination as a barrier to employment. Provide needed service to older residents. Expect 110 will teach work experience stage.

ORGANIZATION: Lee County (prime sponsor) subcontracts to the School Board of Lee County. Monitoring and evaluation is a prime sponsor responsibility. Referrals received from several local senior citizen organizations, social service agencies, and local news media.

STAFFING: Assistant administrator, secretary, 3 registered nurses, 2 community service specialists.

BUDGET:

Administration:	$ 30,936
Allowance to Clients:	51,000
Wages to Clients:	45,900
Training Costs:	93,325
Services to Clients:	15,919
	$237,080

RECRUITMENT PROCESS/CLIENT PROFILE: Advertises in local papers and radio; local clubs, organizations, post offices, etc. approached; speaking engagements. Clients must meet Title I criteria and must function at or above 10th grade level.

ACTIVITIES: Applicants pretested to determine at what educational level they are functioning. First 6 weeks--180 hours classroom training. Second 6 weeks--classroom training 6 hours per week and work experience up to 6 hours per day. Work experience: field RN visits and evaluates patient needs and makes assignments. Transportation is also provided. Field RN will continue to personally observe client and patient together in a working relationship from time to time. Reassignment if serious problem arises. After 360 hours students receive certificates as Home Health Aides. Job development and placement will be a referral request for aides from either office and via word of mouth.

OUTCOME TO DATE: 174 applicants; 123 served to date; completed training and received certificates; 40 placements to date.

PROGRESS/PROBLEMS: Many "older workers" qualify for nurse's aide/orderly certificate in addition to the Health Aide/Homemaker certificate. This qualifies them for work in hospitals or nursing homes and many are getting full-time jobs in institutions rather than going to individuals' homes.

REPLICATION ISSUES: Need RN's and medical equipment for training; good health care referral network; demand for Homemakers and Health Aides.

DOCUMENTATION AVAILABLE: Curriculum materials and standard reporting forms.

DURATION OF GRANT: October 18, 1976 to September 30, 1977.

PRIME SPONSOR

Greater Ft. Worth Manpower Consortium
100 Throckmorton
Ft. Worth, Texas
Mr. Richard Sapp
817-335-7211 x 231

PROJECT

Older Workers Program
1411 East 18th Street
Ft. Worth, Texas
Thom Espy
817-336-4011 x 214

BRIEF PROJECT DESCRIPTION: Program designed to provide job training and employment opportunities for workers 45 and older.

MAJOR GOALS AND OBJECTIVES: To develop and provide services to older workers. Expect to serve 800 clients and to: insure special skills training, OJT, and work experience; develop outreach program; provide special job development effort; conduct re-orientation to work world; coordinate and develop agreements with other service agencies.

ORGANIZATION: Project is directly under supervision of prime sponsor. Board of Directors is Manpower Consortium's policy committee.

STAFFING: Special program coordinator (part-time, job developer); clerk/typist; case manager; assessment specialist; counselor-trainer; labor market analsyst.

BUDGET:

Administration:	$ 52,260
Allowances:	67,396
Wages:	26,275
Fringes:	9,252
Training:	95,973
Services:	118,074
	$369,230

RECRUITMENT PROCESS/CLIENT PROFILE: Outreach provided under a grant from National Council on Aging. Prime sponsor staff also assist in recruitment. Project works with existing agencies (Department of Pubic Welfare, Area Agency of Aging, Texas Employment Commission, etc.) to identify clients. Client profile: average age 56.5; at least 60% are high school graduates; income of $3900/year; 53% white.

ACTIVITIES: Consortium intake staff provide initial intake and eligibility assessment. Then referred to special unit staffed to provide in-depth assessment of each eligible older worker applicant. Specific assessment tools are being developed. Vocational training: job development and placement, reorientation to workforce, job training, OJT, work experience, classroom training. Other services: counseling, health services, transportation, day care, dental treatment, hearing aids, financial assistance. Follow-up at 30, 60, and 90 days.

OUTCOME TO DATE: 300 clients served; 0 completed training; 53 placed in jobs.

PROGRESS/PROBLEMS: Program design was for group 45-55, but many clients are over 60. Recruitment somewhat of a problem.

REPLICATION ISSUES: Need support of other agencies serving elderly.

DOCUMENTATION AVAILABLE: Final report and perhaps a manual will be produced at end of project.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR	PROJECT
City of Wichita 455 Main Street Wichita, Kansas 316-268-4351	Older Workers Project 455 Main Street Wichita, Kansas 316-268-4351

BRIEF PROJECT DESCRIPTION: The project serves a population of older workers (45+) and is designed to place and/or maintain them in the labor force. This is done through classroom training, OJT, skills training, job referrals and job development. Support services are provided by the Senior Services Inc.

MAJOR GOALS AND OBJECTIVES: The stated quantitative goals are to provide service to 140 clients. 90 are to receive classroom training and 50 will be provided OJT. In addition the project hopes to provide 300 job referrals which will result in 225 full and part-time jobs. Another 150 persons will receive vocational counseling.

ORGANIZATION: The project is administered by the Prime Sponsor with the assistance of Senior Services, Inc.

STAFFING: An employment development director and 2 manpower specialists. Staff are subsidized by other CETA Titles and Senior Services Inc.

BUDGET:

Administration:	$ 6,000
Allowances:	5,000
Training:	20,000
Services:	7,000
	$40,000

RECRUITMENT PROCESS/CLIENT PROFILE: Senior Services Inc. draws in most of the clients. Some hear about the project from media spots, leaflets or newspaper advertisements. The clients have been mostly women, generally over 55 years of age.

ACTIVITIES: Participants are assessed for work history, training, education, etc. to aid in matching them with job openings. They are referred to other CETA training programs where appropriate. Classroom training emphasizes 6 industrial skills which have been determined to be in demand in the labor market. All participants in skill training under a Job Preparation Workshop. There is a job clearinghouse run by the manpower specialist. GED training is available through CETA Title I. Personal and job counseling are provided to the participants. Other support services are available from Senior Services Inc. Follow-up: usually the placed employees come into the office where they talk with project staff. Some employers are contacted as well.

OUTCOME TO DATE: As of the end of April (4 weeks into the project), 35 candidates had been interviewed of which 3 were placed in training.

PROGRESS/PROBLEMS: The project started late.

REPLICATION ISSUES: A project of this nature needs job placement specialists sensitive to older worker problems. A senior services center is very helpful.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: September 3, 1976 to September 2, 1977.

PRIME SPONSOR
Weld County CETA
P.O. Box 1805
Greeley, Colorado
Walter Speckman, Executive Director
Division of Human Resources
303-351-6100

PROJECT
Senior Aide Program
P.O. Box 1805
Greeley, Colorado
Ms. Lanya Bump
303-351-6100

BRIEF PROJECT DESCRIPTION: Elderly citizens are placed in part-time subsidized positions as coordinators in local communities to disseminate elderly service information and assist elderly residents. This project represents an add-on to a pilot program that's been running for 2 years.

MAJOR GOALS AND OBJECTIVES: To provide potential use of elderly workers; provide subsidized employment for estimated 10 elderly under/unemployed citizens; provide dissemination of information on existing elderly services to rural elderly residents; maintain self-sufficiency of rural elderly by providing regular supportive assistance thereby enabling them to stay out of nursing homes.

ORGANIZATION: Prime sponsor coordinates project and provides all administrative support. Also, oversees total of 17 senior aid coordinators.

STAFFING: Project coordinator is a PLS Vista volunteer. The wages of six senior aide coordinators are paid with Title III money (2 more expected soon).

BUDGET:

Salaries for 10 senior aide coordinators: (1/2 time at $2.50/hour)	$26,000
Fringe:	3,120
Transportation and Support Services:	5,000
Administration:	3,400
	$37,250

RECRUITMENT PROCESS/CLIENT PROFILE: Mayor's office in local communities suggests names of elderly citizens as potential coordinators; Mayor picks and hires coordinators. Coordinators must be 55+ years, have resided in the community a long time, be known and respected in that community and show leadership qualities. Backgrounds range from housewives to former business professionals.

ACTIVITIES: Training is ongoing in that monthly, all-day meetings are held with project director and staff from elderly service agencies. These meetings provide information on services that coordinator will then disseminate to their community. Information is constantly being updated. Discussions usually center around needs of elderly and how to deal most effectively with these needs. Activities are created to combat loneliness and allow for self-help and group-help.

OUTCOME TO DATE: Project has hired 10 senior aide coordinators. These coordinators are assisted by up to 300 community volunteers who range in age from 10 to 80 years. Daily activities range from providing health service to a shut-in to providing assistance for an elderly-sponsored community dinner.

PROGRESS/PROBLEMS: Project has been very successful in generating enthusiasm and support within the communities as well as very strong alliances with staff of elderly service agencies. Local communities are arranging to fund continuation of program when Title III money runs out.

REPLICATION ISSUES: Replicable by any prime sponsor where agencies for the elderly are strong in rural areas.

DOCUMENTATION AVAILABLE: Monthly reports based on senior aide coordinators documentation are prepared by prime sponsor and distributed in the PLS office in Denver, DOL and Area Council on Aging.

DURATION OF GRANT: October 1, 1976 to September 30, 1977 with possible one or two month time extension.

OTHER

PRIME SPONSOR
Bridgeport Manpower Consortium
Employment & Training Administration
City Hall, 45 Lyon Terrace
Bridgeport, Connecticut
Bruce K. Jeannont, City of Bridgeport
Administrator
203-576-7035

PROJECT
Voucher Program for Unemployment
Insurance Exhaustees
47 Lyon Terrace
Bridgeport, Connecticut
Ms. Ins Bogardus
203-576-7195

BRIEF PROJECT DESCRIPTION: The project provides 60-75 unemployment insurance exhaustees with vouchers to purchase training in an occupation having good prospects for future unsubsidized employment.

MAJOR GOALS AND OBJECTIVES: To serve those having outdated or no skills and who have consequently been unemployed for a long time; and, to test the voucher concept as a means of overcoming the mismatch between job requirements and job seeker skills.

ORGANIZATION: Program administered by Operations Unit of the CETA Public Service Employment Office (PSE). State ES selects clients, certifies eligibility and helps in job referrals after training. CETA Administration and Finance Unit coordinate and disperse client voucher payments.

STAFFING: One full-time job developer and Program Director recently added to the CETA-PSE Operations Unit staff. Both perform intake, orientation and assessment, job development. Each aids participants in obtaining support services and counseling.

BUDGET:

Training:	$ 67,000
Administration:	18,550
Support Services:	53,150
Supplies:	400
Staff Travel:	400
Fringe Benefits:	10,000
	$150,000

RECRUITMENT PROCESS/CLIENT PROFILE: Prime sponsor advertises program via local media resources. CSES compiles list of unemployment insurance exhaustees, contacts and supplies information to prospective clients; interested "walk-ins" complete applications at local CETA office.

ACTIVITIES: General Aptitude Tests given to all clients; some tested for college work suitability. Client investigates and procures training with counselor approval. Counselor uses labor market information to know match between client training and employment opportunity. If public or nonprofit training unavailable, applicant secures ETA counselor approval for private sector training. Counselors, job developers and CSES place clients after training. $250 (maximum) provided for child care, transportation, counseling and medical care. Participant training follow-up after 3 days and 2 weeks by counselor or job developers. MIS unit used to track participants 30-90 days, 6 months-1 year after job termination.

OUTCOME TO DATE: 48 clients served; 10 completed training, 8 placed in jobs, 8 still at first placement.

PROGRESS/PROBLEMS: No stipend is available so clients have left program if they've found a job. Agencies responsible for referrals have not always informed their clients about the program.

REPLICATION ISSUES: Since there is no stipend, clients must be highly motivated. Clients also make own occupational choices with the voucher system.

DOCUMENTATION AVAILABLE: Standard reporting forms.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
State of South Carolina
Governor's Office
State Contracts of Special Projects
1800 St. Julian Place
Columbia, South Carolina
Bernard Jenkins
803-758-2866

PROJECT
English for Employment Program Indo-Chinese Refugee Agency
P.O. Box 1520
Columbia, South Carolina
Kay Rogers
803-758-8300

BRIEF PROJECT DESCRIPTION: Teaches English to Vietnamese refugees in a classroom setting. Upon course completion the clients are referred to Employment Service and Indo-Chinese Refugee (ICR) Agency for job placement.

MAJOR GOALS AND OBJECTIVES: Major goal is to enhance employability of population and place in jobs. Goal is to serve 116 and place 94 in employment.

ORGANIZATION: Program is run by the Indo-Chinese Refugee Agency, a state organization established 2 years ago.

STAFFING: 8 teachers full-time, 1 project developer, 1 clerk/typist.

BUDGET:

Administration:	$ 44,608
Allowances:	210,528
Training:	84,000
Services:	60,864
	$400,000

RECRUITMENT PROCESS/CLIENT PROFILE: The majority of the participants come to the agency seeking assistance and are informed about the language program. All limited English speaking Indochinese who receive public assistance are eligible and will be contacted.

ACTIVITIES: Intake is an oral bilingual interview session wherein need level is assessed. Gates English Capability Test, Miami, Michigan, Ad. Performance Level tests are administered. Students receive 6 hours instruction daily as required to improve English language skills. Emphasis in learning is on occupational skill developments. ICR Agency follows ES efforts in assisting job placements. Other services: CETA Title I services are provided. Follow-up: will be done by Employment Security Commission of South Carolina.

OUTCOME TO DATE: 133 served; 43 completed training; 30 have jobs.

PROGRESS/PROBLEMS: In order to pass GATB and qualify for Title I training, an individual must have a reading ability of English. This program only teaches spoken English.

REPLICATION ISSUES: Replication requires Vietnamese-English bilingual instructors.

DOCUMENTATION AVAILABLE: A final report will be available.

DURATION OF GRANT: October 1, 1976 to September 30, 1977.

PRIME SPONSOR
Cleveland Area Western Reserve Manpower Consortium
1501 Euclid Avenue
Cleveland, Ohio
Dr. Vladimir J. Rus and Larry Mackie
216-694-2400

PROJECT
Parents and Responsible Employment
1001 Huron Road
Cleveland, Ohio
Mrs. McGrail
216-781-2944 x 200

BRIEF PROJECT DESCRIPTION: The project provides work experience and skill training for 200 parents of abused or neglected children. Another 100 such clients will be provided manpower support services.

MAJOR GOALS AND OBJECTIVES: To provide almost 300 CETA eligible parents of abused or neglected children with counseling, skill training, education, manpower development services and comprehensive supportive social services. The project also represents a research program designed to test the hypothesis that lack of employment or underemployment are significant contributing factors to incidence and/or severity of child abuse and neglect.

ORGANIZATION: The Manpower Consortium offers training slots and allowances. The Federation for Community Planning is subcontracted to coordinate the Child Abuse Program.

STAFFING: Personnel working for the project include the director-coordinator, 2 job developers, 4 employment counselors, a secretary and a clerk typist.

BUDGET:

Administration:	$ 79,760
Participant Allowances:	128,000
Training Costs:	31,000
Manpower Services:	161,000
	$399,760

RECRUITMENT PROCESS/CLIENT PROFILE: Clients are referred from the County Welfare program which maintains a Child Abuse Registry. The clients have been mostly women in their late 20's. About half the clients have been white.

ACTIVITIES: After County Welfare refers the client, s/he is interviewed by staff from the Federation for Community Planning. The client is then sent to the Assessment and Referral Unit of CETA where a battery of tests are administered. The project is locating businesses to provide OJT and work experience for the clients. Training is provided by the local skills center or proprietary schools. The clients are provided the full spectrum of CETA suported services. After placement, the project staff will contact the employer after 30 days to discern problems and progress. The research component will be following up clients for up to a year.

OUTCOME TO DATE: As of May, 1977, 20 clients had been served. None of the clients have completed training.

PROGRESS/PROBLEMS: Not all clients coming to the program are really seeking program services. They have been referred by Welfare but are not necessarily motivated.

REPLICATION ISSUES: There is a need for extensive social services support from a CETA organization. It is innovative in that it is both an exployment project and a social experiment.

DOCUMENTATION AVAILABLE: The project staff will be developing training materials.

DURATION OF GRANT: October 1, 1976 to September 30, 1977. Currently negotiating for extension and for incorporation into Title I.